Event: Friday, May 12, 2017, 6:30 p.m. – 9:30 p.m.

Position: Welcome Host

Organization overview:
Massey Centre is a client centered infant and early childhood mental health organization which supports pregnant and parenting adolescents, aged 13-25 and their babies who reside at the Centre for up to two years or in the community. They receive therapeutic treatment, and support 27/4 including: prenatal residential and postnatal transitional housing; maternal infant mental health programs; counselling; health care; on-site high school; Ontario Early Years' programs; Early Learning Centre with preferential placement for the young moms' babies; life skills; and community referrals.

Event overview:
The 2nd Annual Cook for New Lives Gala will be a food journey and cooking competition as over 250 guests watch, sip wine, and savor sumptuous dishes prepared by aspiring female chefs mentored by some of our city's finest chefs. The event will feature celebrity chefs judging the creations. There will be a silent auction.

Responsibilities:

- Welcome guests as they arrive and direct them to registration

Script: "Welcome to Massey Centre's **Cook for New Lives Gala** and thank you for supporting. Please proceed to the Registration Desk."

- Ensure that guests are not blocking the entrance area. Encourage them to go straight to registration
- Give information regarding the location of
  - ➢ Registration
  - ➢ Washrooms
  - ➢ Media sign-in
  - ➢ Coat check
  - ➢ Other questions they may have
- Give each guest a program, list of silent auction items, and other materials

Location: Atrium – George Brown College Centre for Hospitality & Culinary Arts
300 Adelaide Street East, Toronto ON M5A 1N1

Orientation session: Thursday, May 4, 2017 (6:00 to 7:30 p.m.)

Shift date: Friday, May 12, 2017

Shift times: Start time: 5:30 p.m.

End time: 8:00 p.m.

No. of volunteers needed: 6

Contact Information: Paulett Ramsey
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