



General Information for volunteers at Hycroft for the Holidays 2026

November 26, 27, 28 and 29

For decades, The University Women's Club of Vancouver has opened the doors of Hycroft to family, friends and visitors from around Vancouver and far beyond.

The help of as many members as possible will be needed to provide a welcome to all and to make Hycroft for the Holidays another huge success! Most of the tasks listed below will be familiar, but some will be new. Please be generous with your time. Thank you!

Hours The house will be open to members by 9 am each day. Staff will be available to help us.

Parking: Plan to park on nearby streets, come by bus, taxi or Uber - or get a ride. There will be about a dozen handicapped parking spots but no member or visitor parking in our lot this year. The only exceptions are Handy Dart, emergency vehicles and delivery trucks.

What to wear: Comfortable shoes! Keep in mind that you will wear a bright red McRae tartan sash to identify yourself as a volunteer. Some members will be in costume. If you are at the **gate, ticket booth** or at the **front door**, it is important that you *dress warmly* -we suggest boots, gloves, and a hat. ***Don't forget your nametag.***

Valuables: Please minimize what you bring - a small shoulder bag or travel purse you carry is handy. Volunteers may leave their coats - but no purses or backpacks - in the Volunteer Cloakroom. A Coat Check on the Ballroom Level will be available for visitors and members.

Your shift(s): Please arrive about 10 minutes early. You do not have to present a ticket for the day(s) you are volunteering but please let the front door volunteers know that you are arriving for your shift. Volunteers are asked to check in at the Main Floor (Volunteer) Cloakroom.

Volunteer roles

Visa Machines: A few shifts will require facility with Moneris/Visa machines and handling cash – Ticket booth/Knitting Salon (Green Solarium)/ Coach House and Ames Room. An information

sheet will be included in each cashbox. Please let us know if you would like individual training or a refresher.

Hostesses The primary focus for member volunteers is to welcome the public, answer questions and act as gentle security. (Some may help artisans with personal breaks). Most shifts will have access to chairs, but not quite all. Make sure to ask. For those who are interested, there will be a Zoom orientation closer to the event.

House History Questions: There will be framed historic photographs in some rooms as well as brief descriptions for hostesses about each room. Most questions are easily answered but, if for any reason you are uncertain, suggest that the visitors email the office - or ask in the volunteer cloakroom.

Breaks: All volunteers will be asked if they would like a break. **Food:** Tea and coffee for volunteers and vendors will be available upstairs in the Federation Room. Soup and a bun will be available from about 11:30 - and you are welcome to bring your own snacks. The tea, coffee, soup, etc. in the Federation Room is free of charge for volunteers.

Washrooms The washroom arrangement will be as last year. There will be an executive restroom trailer for all stationed at the east end of the parking lot. The main floor washroom will be for all women - members and female guests - as well as male handicapped guests. All other males must use the accessible or men's washroom by the Ballroom. The Ballroom Women's washroom will be available and, if necessary, there is also a washroom in the Coach House.

Bistros It is planned that the McRae Lounge *and* the Dining Room will be open. Only the McRae Lounge will be licensed. Information about hours and menus to follow.

Ballroom Lift The lift is always operated by staff and will be available.

Club Office the Club office will be staffed throughout the event.

First Aid. A first aid kit can be found at the Volunteers Station (Cloak room) and the Office.

Entertainment There will be entertainment in the Drawing Room and the McRae Lounge throughout the event. The program will be posted.

Further shifts Yes, it is very likely that there will be more shifts added to the list. Please keep this in mind. Thank you, thank you.

Unable to do your shift(s): Please contact Mari LaRosa at mjllarosa@gmail.com or 672-822-9048 or Cathy Barford gouin_barford@telus.net as soon as possible up to the early morning of the day you planned to work. After that, please phone the office (604-731-4661).

Virtual Sign-up Click this link: [H4HB 2026 Sign-up Sheet](#)

