



# LGHM VOLUNTEER SIGN-UP

*Taste of Haiti Event: Saturday, August 1, 2026*

Location: Shiloh Community Church, 55 Edmond Street, Manchester, NH 03102

POC: Sheri Williams, Volunteer Coordinator

Phone: 603-370-7907

Please return no later than: **July 24, 2026**

- Please email Sheri at [sherleighwms@gmail.com](mailto:sherleighwms@gmail.com) if you are available to volunteer for administrative tasks prior to the event.
- Lead volunteer will assign tasks on the day of the event. Tasks include, but are not limited to, set-up, decorating, serving food, and tear-down.
- Sign up for as many volunteer blocks as you would like.
- Volunteers under 18 will need parental permission and release from liability form signed

		VOLUNTEER 1	VOLUNTEER 2	VOLUNTEER 3	Area of Responsibility
10a-12a	NAME				Set-up and decoration
	EMAIL				
12p-2p	NAME				Set-up and decoration
	EMAIL				
2p-4p	NAME				Set-up registration and check in station
	EMAIL				
4p-6p	NAME				Registration and check in station
	EMAIL				
4p-7p	NAME				Food set up and service
	EMAIL				
4p-7p	NAME				Food set up and service
	EMAIL				
4p-7p	NAME				Food set up and service
	EMAIL				
5p-8p	NAME				Videography/Livestream/Photography
	EMAIL				
7p-9p	NAME				Clean up
	EMAIL				
7p-9p	NAME				Clean up
	EMAIL				

Set-up and decoration:

<ul style="list-style-type: none"> <li>● Set up tables</li> <li>● Set up chairs</li> <li>● Table cloths</li> <li>● Centerpieces</li> <li>● Signage</li> <li>● Hanging flags</li> <li>● Hanging flowers</li> <li>● Pictures out/hung</li> </ul>	<ul style="list-style-type: none"> <li>● Items for sale table(s)</li> <li>● Table settings</li> <li>● Clean water and juice pitchers</li> <li>● Set out (chafing) dishes for appetizers</li> <li>● Apparel Impact/Sponsor table</li> <li>● Coffee station is stocked and ready</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
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Set-up registration and check in station:

<ul style="list-style-type: none"> <li>● Set up 2 tables and 4 chairs</li> <li>● Hang signage (walk-in, check-in)</li> <li>● Train volunteers on how to check in guests</li> <li>● Tablets, and computers for registration</li> </ul>	<ul style="list-style-type: none"> <li>● Name tags, markers</li> <li>● Cash box, change for registration</li> <li>● Cash box, change for raffle tickets</li> <li>● Gold stickers</li> </ul>	<ul style="list-style-type: none"> <li>● Wi-fi info from Shiloh</li> </ul>
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Food set up and service:

<ul style="list-style-type: none"> <li>● Put appetizers into dishes</li> <li>● Serve appetizers</li> <li>● Leftover appetizers into containers</li> <li>● Light chafing flames</li> </ul>	<ul style="list-style-type: none"> <li>● Put dinner items into dishes</li> <li>● Leftover dinner into containers</li> <li>● Clear dishes from buffet</li> <li>● Brew coffee &amp; into carafes</li> </ul>	<ul style="list-style-type: none"> <li>● Bag ind. dessert treats</li> <li>● Serving utensils</li> <li>● Water &amp; juice on the tables</li> <li>●</li> </ul>
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Videography/Livestream/ Photography:

<ul style="list-style-type: none"> <li>● Camera</li> <li>● Livestream app</li> </ul>		
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Event Clean up:

<ul style="list-style-type: none"> <li>● Clear tables</li> <li>● Vacuum floors</li> <li>● Pack up registration</li> <li>● Put away extra tables &amp; chairs</li> <li>● Pack up leftover sale items</li> <li>● Trash</li> </ul>	<ul style="list-style-type: none"> <li>● Wash buffet tables</li> <li>● Wash dishes</li> <li>● Put away dishes</li> <li>● Put away chafing dishes</li> <li>● Clean counters</li> <li>● Sweep kitchen floor</li> </ul>	<ul style="list-style-type: none"> <li>● Mop kitchen floors</li> <li>●</li> </ul>
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