

# Host/Hostess

## Purpose

To serve at the convention. Hosts and Hostesses are selected students who will show exceptional hospitality and will be friendly and helpful. They will greet, guide, assist individuals or groups, and will put a gracious touch to the convention. They are to give a warm, friendly attitude of “We are glad you are here” and “How can I help you?”

## Selection Process

To be selected to serve as Host or Hostess is an honor. Hosts and Hostesses will be selected according to the following procedures.

1. Students may be nominated from any of the following applications.
  - Students wishing to serve must notify their group leader who can register them on the Convention Registration database.
  - Congregations may suggest specific students of outgoing personality and helpful nature.
  - National Service Center may submit names from workshops and scholarship applicants. National Service Center will refer names to coordinator.
  - Board members and coordinators may submit names to the coordinator of Host and Hostess.
2. From applicants submitted, students will be selected for the honor using the following criteria:
  - Considering the total number of applicants, a high percentage of seniors and juniors will be selected and a lesser percentage from grades 7-10.
  - Students must be available from Friday morning through the Saturday night Awards Ceremony. However, this will not take away from their own participation.
  - Students must provide a personal email address in their registration in order to directly communicate with their coordinator and/or convention director for purposes of RSVP and assignments. **DO NOT** enter the email address of the group leader or other person. It is imperative that the coordinator and/or convention director be able to communicate directly with the students.
3. The coordinator will send a response to all students who apply and request an RSVP by a specific date from those who are selected to serve. If no RSVP is received by the specified response date, the name will be dropped and another student will be contacted.

## Guidelines

1. Availability
  - Be available for instructional meeting by coordinator Friday afternoon (time to be arranged).
  - Be available Friday morning through Saturday night awards on a rotational basis that the convention director or coordinator will set. This is not to cause any problems with students’ personal events.
  - The coordinator will make every effort to work with coordinators of other events, staff members, directors, and students to match their availability to the requirements of the coordinators, staff, and directors.
2. Dress
  - Group Leaders: Make sure your participants are dressed properly - modestly and appropriately. It is a positive or a negative reflection on your congregation. Attire for Friday-Saturday during the day: church attire, pantsuits, sport coats, etc. (no t-shirts, jeans, or shorts).
  - Attire for awards ceremonies: Sunday church attire, informal or formal. **No strapless, spaghetti straps, too low cut, short or tight dresses. Remember that you represent Christ and His Church. Students are encouraged to look their best as Christian examples. Students dressed immodestly will be dismissed from their service.** While a participant’s presence may complement an event, it is not to be a distraction. The dress code WILL be enforced.

- Some convention locations may require a “uniform” for Hosts/Hostesses to help identify them and make it easier for people to get assistance from them as needed. This will be at the discretion of the convention director for each location. The convention director or Host/Hostess coordinator will communicate in sufficient time for the student to acquire the needed items. The uniform will consist of an L2L polo shirt that will be purchased through L2L and khaki slacks (or skirt of at least knee length for girls, if preferred over slacks). The director or coordinator will let the students know if specific colors are required. For example, Atlanta has Red and Blue color divisions, so the shirts will match the color division of the student’s group.

### 3. Assignments

- Assignments will vary and will be made by the convention director and/or event coordinator. If more students have been assigned to a post than needed, communicate to the Host and Hostess coordinator because there may be a shortage elsewhere. If stationed by an awards stage, do not block the view of the audience or photographers. **Hosts/Hostesses will NOT be on stage for any assignment.**
- Examples of Host/Hostess assignments include, but are not limited to: runners for Art, Banner, Scrapbook coordinators; door greeters for awards ceremonies; assist with going on and off stages; information booth help; and other needs as they may arise.
- Whatever the assignment, make it a service of joy by meeting new people and making them feel comfortable. Some assignments may be:
  - Greet people as they arrive and ask if you can help them.
  - Assist at the awards ceremonies as needed.
  - Guide people to various events and around the hotel.
  - Be able to answer questions.