



# Clear Lake Aviation Gathering

## Volunteer Opportunities

April 22-23, 2023

Hosted by the [Clear Lake Flying Club](#)

Produced with the [Professional Aerial Photographers Association](#)

**Volunteer coordinator:** to keep records of each volunteer's name and contact information and ensure that each volunteer understands his or her responsibilities and when they need to be where

**Hangar Preparation:** to configure the hangar for the conference including audio visual set up, internet connection and lighting, Caterers will set up tables and chairs. Sponsor, silent auction and raffle prize displays to be set up once tables are up.

**Pilot escorts:** from transient parking (located near Red's) to conference hangar and back to aircraft

**Parking coordinators:** to ensure that conference signage is up for guests arriving by car, assist attendees in parking their vehicles in areas that do not impede taxiways or conference catering activities

**Signage Artist:** to create two signs for directions for those arriving by car: one at the turnoff from Highland Springs Road to Gil Evans Way, the other near the conference for parking

**Transportation Services:** Transportation services from Clear Lake to the conference and back to Clear Lake for docked seaplanes. Transportation services from the conference to Lakeport and back during the lunch break.

**Guest registration:** Check in, distribution of conference package and conference program, answering conference questions, selling raffle tickets, ensuring name tags are worn, collecting business cards, confirming participation in seaplane fly out to Lake Berryessa, selling tickets to wine tasting

**Conference photography and videography:** photography and videography of conference registration, guests, their aircraft, each dinner table, each presenter, each sponsor display and silent auction display, the raffle prizes, candid shots during the wine tasting, ribbon cutting, dinner and announcement of the results of the raffle, silent auction and print competition

**Presentation assistance:** to ensure that each presenter is ready to go before the end of the previous presentation, that hangar doors are open or closed as necessary for the respective presentations

**Presentation timer:** to keep the presentations on our timetable; this individual will provide each presenter with time remaining cues

**Winery Tour Coordinator:** to assemble and check in individuals participating in the winery tour and accompany the group on the tour

**Photo Exhibit Display Set up:** to assemble the photography print competition display and hang the prints and labels

**Photo Print Competition Voting:** to distribute voting forms for the photo print competition, count the votes and tabulate the results

**Pilot and passenger coordinator:** to maintain a list of scheduled seaplane instruction and to maintain the list pairing photographers and pilots for the April 23 seaplane fly out to Lake Berryessa

**Conference debrief:** to ensure collection of conference review form at the end of the dinner and before end of the announcement of print competition and auction and raffle results