



Ticket Exchange Assistant

These instructions for these specific shifts:

Sunday, May 22	11:00 a.m. - 3:00 p.m.
Sunday, May 22	3:00 p.m. - 6:00 p.m.
Monday, May 23	11:00 a.m. - 3:00 p.m.
Monday, May 23	3:00 p.m. - 6:00 p.m.
Tuesday, May 24	9:00 a.m. - 1:00 p.m.
Tuesday, May 24	1:00 p.m. - 6:00 p.m.

General Duties: Assist AAM staff to complete forms and convey information on the process to purchase or return tickets for all ticketed events.

Location: Please check-in at the Volunteer Office, Room 340A at least 15 minutes prior to the start time of your shift. Don't forget to allow time for traffic, parking, and to walk from your car to the Volunteer Office.

Dress: Please wear your AAM Volunteer T-shirt with khaki pants or skirt and comfortable shoes. If you bring a jacket or sweater, please bring one that opens in the front as to not hide your Volunteer T-Shirt. If you do not obtain a shirt before the day of your shift, you can get one in the Volunteer Office, Room 340A before you begin work.

After Your Shift: Please return to the Volunteer Office, Room 340A, to check-out and for any final information regarding your next shift, your convention day-pass, etc.