



Ringside for Mercy's Sake
Saturday, November 2, 2019



Thank you for volunteering at Ringside! You are donating your time to this event, and we could not do it without your help. Below are event details and other helpful information.

- LOCATION:** Chicago Marriott Downtown—[540 N. Michigan Ave.](#) (at Ohio St.)
Entrances are on both Michigan Ave. and Rush St. (312) 836-0100
- CHECK-IN TIME:** 4:00PM (6th floor) Note: Some shifts may arrive earlier or later.
Please be prompt for check in, as training is imperative for most of the volunteer roles.
Please note, after 6pm, volunteer check in will be moved to the 7th Floor Registration desk.
- GETTING THERE:** Public transportation or taxi are **strongly** recommended. Try to avoid driving to the hotel, but if you must, you may wish to avoid using the hotel parking as it is costly. Please note: Mercy Home cannot reimburse volunteers for transportation or parking
- ATTIRE:** Dress for the event is black-tie optional. Volunteers typically wear a cocktail dress or ballgown or , a suit or tux. Please, **wear comfortable shoes**, as you will be on your feet for a few hours. Please do not bring a large bag or purse. There is no storage, only coat check.
- DINNER:** **There will be dinner and a briefing for all volunteers, so please be on time.** Depending on your role, you may need to eat quickly, and for other roles there may be a longer wait time. We ask for your patience as we get everyone in place.
- DISMANTLE:** **If you are able to stay until the end of the event to help us put things away, we need you!** Having more hands on deck will enable us to pack up quickly.
- TIDBITS:** As you volunteer, please keep in mind that in addition to your role, you also serve as a representative of Mercy Home. There will be a number of special guests and generous benefactors who also believe in what we do. Many of them are the reason we are able to sustain our mission, and it is expected that you will conduct yourselves in a manner that is responsible and pleasing.
- ALCOHOL CONSUMPTION:** If you would like to have a drink, please do so responsibly, and only **after your volunteer shift has ended.**
- TIPS:** Any money/tips you receive are considered a Mercy Home donation, and should be given directly to someone at registration or Amanda Hays.

If you have any questions or concerns about your volunteer role please contact:
Amanda Hays—Coordinator of Special Events
amahay@mercyhome.org

We appreciate your continued generosity and dedication to the mission of Mercy Home for Boys & Girls!