



# TREASURE COAST NIGHT TO SHINE

## Security

### Event Timeline

3:00-5:00- Volunteers arrive and register.

- Direct all Volunteers to park in the front lot as close to the end as possible.

5:00- 6:00- Guests arrive.

- All guardians staying on site should proceed down the south side of the building to the Caregiver entrance.
- Do not allow guardians or caregivers in the Guests area unless registered as volunteers with a badge.

5:30-Red carpet and main doors open

6:00-8:45- Monitor the parking lot and all exits to the building. Assist Buddies with Guests if needed. Address smoking issues if the Guest becomes agitated.

8:45- Guardians will begin arriving for pick up.

- Do not allow them to exit their vehicles.

9:00- Event ends and all Guests will exit.

### Job Description

As a part of our Security Team, your job is to keep the event flowing safely. All Volunteers will be wearing their name tags and all Guests will be wearing blue, red, green or yellow wristbands. Caregivers on site will be wearing red wristbands. Anyone else, should not be on the property. Guests need to be inside the building at all times unless a medical situation dictates otherwise. All guardians staying on-site should remain in the Respite Room at all times.

This building has three main exits. Other than the limos, no one should be going out any of the exits until the event is over. Some Volunteers have been assigned a specific post and will need to assist with traffic flow at the beginning of the event. Please review the exit plan and assist as needed.

### Team Lead

Darrin Stinnett- 561-629-6890