

CN 100 Winnipeg

Thursday Sept 19 – Sunday Sept 22

Details:

- Dress code requests are for black (or dark) slacks and black shoes
 - o **Comfortable shoes are the first priority**, black is secondary
- There **MAY** be a limited number of lockers, but safe course would be to wear a light shirt to the site and then select your CN polo shirt/fleece and put it on over the shirt
- The lockers are in a secured area, but if you are able to get or share one, you could apply a lock to it to increase the security.
- **The provided shirt/fleece and the cap are to be worn at all times during your shift to identify you as a volunteer**
 - o **Recommended**
 - Long hair tied up
 - No chewing gum
 - No cell phones in use while at your stations
- Limit personal belongings to a wallet or small purse and do not depend on lockers for storage.
- There will be refreshments/meals for the volunteers in a specific area, while on a break
 - o Water, soft drinks, fruit, granola bars continuously
 - o Lunch will likely consist of a sandwich box lunch
 - o Dinner meal may be a catered buffet
 - o Meal times and breaks will be assigned by the on-site coordinator
 - o There will be a water filling station if you choose to bring your own refillable water bottle.
- **STILL UNDER REVIEW BUT FOR NOW**
- **Parking will be on a pay for yourself basis within The Forks**
 - o **Pay for your parking and when you leave, provide me with your receipt and we will reimburse you right there.**
 - o **No parking payment can be made without a receipt**
- There will be Brand Ambassadors assigned to each station as well. These are local people, hired to assist in the operation of the site. They are NOT experts of any kind in CN past or present.
- Security will be on site at all times
- There will be onsite washroom facilities provided

Shift Specifics

- The shifts and projected number of volunteers for each are as follows:
- Except where noted, each shift has a 30 minute advance period included for orientation and placement of volunteers

Thurs Sept 19 1500 - 2000 13 volunteers including rovers

Note: 1500-1700 is orientation

Friday Sept 20 0830 – 1445 15 volunteers including rovers

1415 – 2030 15 volunteers including rovers

Saturday Sept 21 0800 – 1500 15 volunteers including rovers

1430 – 2130 15 volunteers including rovers

Sunday Sept 22 0800 – 1315 15 volunteers including rovers

1245 – 1800 15 volunteers including rovers

- For all volunteers working their initial shift (except Thursday), please report 15 minutes in advance of the start time above to allow for selection of properly sized clothing etc.
- There will be an orientation session prior to each shift start to familiarize all the volunteers with all the various stations and duties at each, and then assignment to stations

Thursday Sept 19 is designated for VIP's, Media and Customers

Friday Sept 20 is split between school groups in a.m. and general public in p.m.

Saturday Sept 21 is split between CN Family Day in a.m. and General Public in p.m.

Sunday Sept 22 is split between CN Family Day in a.m. and General Public in p.m.

****Entrance on Family Day will be controlled by a required registration through a toll free number. 1-833-882-6100.** Please give them your full name, complete phone number, your CN Pin number as well as the number of people attending in your group and which day you will be attending (eg. Saturday or Sunday). The phone line is open Monday to Friday between 2:00 p.m. to 8 p.m. Eastern time.

Please note that during the Family Day hours, the event is closed to the general public. Therefore, if you fail to register, you will be denied access.

Also, if you have signed up to volunteer on either one of the mornings of Family Day, you only have to register if you want to get a ticket for the Family Day meal / BBQ. There will still be food available for the volunteers other than the BBQ.

General responsibilities by station

Obie & Max (2)

- if it is running, volunteers and Brand Ambassador will be responsible for boarding individuals

Greeting Kiosk (1)

- Welcome attendees
- Hand out passports to children under age of 16. They will get a sticker at each station (from the CNPA volunteer OR Brand Ambassador) and if they return with 7 stickers, they get a hat
- Have a general understanding of the layout to start people off on their tour

Scenery (1-2)

- Manage queue of people waiting to go in
- Prepare them for the best standing arrangement within the site for optimum viewing
- Narrate a prepared script so they are all aware of what scenery they are actually viewing (Script will be provided)

Bookbox (1)

- Interact with attendees and promote them reading or viewing the provided books

Photobooth (2)

- Promote souvenir photos
- May assist with some costuming

Lego Zone (1)

- Assist Brand Ambassador (Maureen) in prompting children to build Lego Models

History, People, Future (1 ea)

- Manage queue of people and some brief explanation of the station
- At People container, they also hand out headphones and retrieve and sanitize them once completed

At all stations we are essentially the sole CN presence and we should be bringing our energy and history to the roles we are fulfilling.