# Day before PreCon or morning of:

Registration Desk Setup:Setup registration desk with laptop and printer

Reg Desk: Take attendees registration

Speaker Dinner Setup Help: Setup gift table / Help setup room

# Day Before SQL Saturday:

Bag Stuffing:Stuff bags with sponsor / event materials

Registration Desk Setup: Setup registration desk with laptop, printer, paper cutter, lanyards…etc.

Room Event Setup if Possible: Ensure video inputs and proper seating

### Sponsor table setup: Setup tables and tape down power cords

# Morning Of SQL Saturday:

Registration Desk: Take attendees registration; handout lanyards; printout registration tickets if they had not been printed from home; direct them to cutting station

Outside Signs: Post signs outside the venue directing attendees to the right place

Inside Signs: Post / Hang signs inside of the venue directing folks to proper places

50/50 Raffle Ticket Sellers: If we do a 50/50 raffle, volunteers should be collecting money and handing out ticket stubs.

Sponsor Coordinator: Direct sponsors to their designated tables

Speaker Coordinator: Ensure refreshments / power in speaker room. Direct speakers to the speaker room. Check on speakers occasionally to see if they need anything.

Guides: Position around the venue and direct folks to: bathrooms, speaker room, sponsor tables, lunchroom at appropriate times.

# During Event:

Room Monitor / Session Eval pass out and collection: Pass out session evals before the session, monitor the room to see if speakers or attendees need anything, collect evals at the end of the session and pass them back to the speaker.

A/V Trouble Shooter: On-call person that is an expert troubleshooting A/V issues. If a speaker is having difficulty, this person is called in to help.

Lunch Setup:

Lunch Ticket Collection:

Lunch Cleanup:

Trash Collection:

# After Event:

Tear Down / Cleanup: