

## Welcome World IA Day Volunteers!

Thank you for your interest in volunteering at [location name]. We are very excited about our celebration this year and grateful for your commitment in helping to make our day a success.

The volunteer team plays a critical role, ensuring our attendees have a welcoming environment and a team of people who can assist them when needed. Thank you for being a part of it.

**Program Details**

WHEN

Our celebration will take place on **February 18, 2017** from [start time] to [end time].

WHERE

[Venue Name]

[Venue Address]

[Venue Contact Info]

[Parking Instructions]

GLOBAL THEME

Information Strategy and Structure

In today’s world, organizations are required to rethink how to architect and manage information to maintain a competitive and organizational edge. Many are embracing strategies that are more flexible, moving away from isolated systems and departmental silos. These organizations recognize the need for information to be structured so that it is clear, usable, findable and understandable.

But, the need for information strategy and structure extends beyond the enterprise. Whether information is architected to inform algorithms, to bring awareness to important societal challenges, or to clearly communicate available resources to help those in need; information strategy and structure plays an important role in our everyday lives.

REGISTRATION & PROGRAM AGENDA

Registration will begin at [start time] and conclude at [end time].

*Insert program agenda.*

LUNCH

*Insert details about how volunteers may claim their lunch.*

POINT OF CONTACT

*List one or more people here along with their contact information so that volunteers have a life-line if needed.*

## Volunteer Roles and Responsibilities

These are suggestions only and may vary based on the size of your celebration.

WELCOME TEAM

*These are the people who will set the tone for your event. They should be warm, friendly and helpful. They are the ones who will provide your actual attendance count so be sure they are equipped to provide this information once your celebration concludes.*

Assigned to: *Volunteer 1, Volunteer 2*

Responsibilities:

* List of responsibilities

ATTENDANTS OR GUIDES

*For attendees with special needs, you may want to assign a volunteer as an attendant or guide. They would be responsible for ensuring these attendees have a seat close to the front or know how to navigate to the restrooms.*

*Attendants can also tend to questions in the audience by providing the attendee a microphone.*

Assigned to: *Volunteer 1, Volunteer 2*

Responsibilities:

* List of responsibilities

SETUP / BREAK DOWN TEAM

*Depending on the size of your celebration, you may need help setting up tables, chairs, or even projectors and a/v systems. Be sure to assign people to each area of need and have enough people lined up to clean up and move out of your venue quickly once your celebration concludes.*

Assigned to: *Volunteer 1, Volunteer 2*

Responsibilities:

* List of responsibilities

FOOD AND BEVERAGE TEAM

*Some celebrations may hire a catering team to handle this aspect of their celebration. In those circumstances you may not need help in this area. On the other hand, if you have food trucks coming in or are providing other food options that may require ensuring coffee pots are full or snacks are available, you may want to plan to have volunteers responsible for restocking and taking / distributing orders from vendors. Determine an easy way to notify people when breaks are concluding to help keep your program running on time.*

Assigned to: *Volunteer 1, Volunteer 2*

Responsibilities:

* List of responsibilities