



Sample Information Package for Volunteers

This is a sample Maker Party information package for volunteers at your event. Feel free to alter it as needed.

DESTINATION CHICAGO

Informational Packet - STAFF
January 18, 2014

Destination: Chicago Event Program

11:00 am	Destination: Chicago Opens
12:30 pm	Official Destination: Chicago Welcome
3:30 pm	Raffle Drawing
4:00 pm	Destination: Chicago Closes

Event Staff Schedule

Staff - Event Day

This list indicates staff who will be WORKING the event - not Station Facilitators
Contact Us - Find or call If you need anything day-of, we are all available.

Org
Name
Time
Roles

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Volunteer Roles

Setup

All event day staff must report by 830am to the DePaul Center.

Setup will take place by 9:30 am after breakfast and group huddles. Staff present will help prepare the individual stations as well as the larger event venue.

Registration Table

This will be the first point of contact for attendees. Registration table staff will welcome attendees, keep clear records of attendee information, collect Winter Passport Raffle items, and direct attendees to the event.

Greeters

(CCOL Youth Council Will Staff)

Welcome and help direct guests to registration.

Station Support

(CCOL Youth Council Will Staff)

Stations with lower number of staff will need support. Currently, NVAM and Intuit have requested two volunteers.

Green Room

Volunteers will monitor the Green Room and ensure that only working staff come in and out of the room.

Photographers

Photographers will roam the event and take pictures of attendees, stations in ACTION.

Videographer

Will roam the event, recording b-roll and audio bites of LEARNING for later usage.

Runners

Ready to grab supplies, help respond to needs or help find people

Floater

Pinching in on any role that has a vacancy or needs support. Work and communicate with Runners.

Raffle MC/Prize Runner

Will pull the raffle, distribute prizes and help close out the event

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“What I Learned” Station

Help our young attendees enter into the “Day Of” raffle by having them share at least 3 pieces of knowledge that they have gained in the Maker Party of Workshops. Stamp their pass and enter them into the raffle.

Break Down (All)

Break it down. Clean up.

Important Event Information

Supporting Station Facilitators

- Facilitators will look to Blue Shirts for help
- Brother Mike, Elsa, Lindsey and Laura
- Phone Numbers are Above - Call or Text
- How We Can Help:
- Bring something they need
- Answer questions
- Provide extra hands when needed
- Troubleshoot

House Keeping

- Green Room
- We will store all Facilitator/Staff Items here
- This room will be staffed for the duration of the event so that non-staff/facilitators do not enter.
- Food will be available during breaks for Facilitators/Staff
- Breakfast 8:30 - 10:00
- Lunch 11:30 - 1:00
- Water - there will be water for you here
- Keep it clean and throw trash away
- Bathrooms
- Open Bathrooms in Lower Level past room C108
- Photos and Documentation

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- There will be photographers, videographers, bloggers and possible press coverage of the event. Please speak with Lindsey or Laura if you have specifications or issues with this.

Traffic Patterns/Attendance Flow

- Expected Attendees: 200 - 300
- Expected Peak Hours: 11:30 am to 2:00 pm
- PEAK HOURS Information
- Limit engagement at stations to "short engagements"
- Move along stations
- Flag down "Blue Shirts" for more hands
- Room C110 - Direct attendees there for overflow
- Seeking More Activity
- *We want to get folks **OUT** of the space after they are done, if it is crowded.*
- For Parents/Youth Seeking More Activity You Can Direct Them To:
- YOUmedia (if teens)
- Harold Washington Library (several exhibits are going on in Winter Garden)
- Art Institute
- Chicago Architecture Foundation

Raffle Information:

- Day-Of-Event Raffle (Destination: Chicago Raffle)
- All youth participating in the event will be eligible to enter a raffle
- Youth will receive a "passport" half-sheet at registration
- TO BE ELIGIBLE:
- Youth must complete three stations
- Staff at the stations will verify with youth that they LEARNED something
- Staff will mark/initial one box
- TO ENTER:
- Youth can take complete "Destination: Chicago Passports" to the raffle station next to the escalators.

Social Media

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- Event Hashtags and Mentions
- #destinationchicago
- #makerparty
- #explorechi
- #hivebuzz
- Chicago City of Learning: @ExploreChi