

It's ShowTime! (Version 2)

The Official DrupalcampNYC10 Volunteer Guide

So we've made it this far! Here is a succinct guide of activities that volunteers and organizers should familiarize themselves with prior to the event. Additionally, you will be able to use this guide throughout the conference to know what is happening.

I have written this guide in chronological format to make it easier to follow. At the end I put important emergency contacts.

It is important that if any emergency arises that you contact a John Jay College public safety official for assistance. We are guests of JJC and we should remember that we would like to be invited back someday (if we want to use the space again in the future).

Saturday, December 10th, 2011

6:45am - 7am - Lead organizers convene at JJC and pass through security.

(Security will already have a list of attendees that I am providing them)

7am - 8:15 am Set up of JJC

Joe Bachana: Registration area, general coordination

Resources: Kelly Bell, Alex Ross, Benjamin Melançon, Kevin Moll

Brian Short/Scott Wolpov: breakfast load-in and setup coordination

Resources: Matt Misselbeck, William Choy, Stan Lozowski, Eric Goldhagen

Mark Reilly: Signage coordination

Resources: Bob Phelps

Robbie Holmes: Theater setup coordination

Resources: Joe's laptop set up w/ a DCNYC10 prez loop

Natasha Davis: SWAG table setup

Willy Karam: All Rooms a/v check/coordination

Resources: Forest Mars, Drajan

Willy is going to need the JJC technical contact info

8 am: Volunteer briefing

Joe will debrief all volunteers by the registration desk for 5 minutes on general JJC and camp protocols we need to abide by.

Joe will then debrief with Kelly Bell, Alex Ross, and Kevin Moll on registration desk procedures, how to check in attendees using COD, what to give attendees (their badge, ONE t-shirt in the size that is listed on their COD profile, and ONE raffle ticket). **Father Shawn, Willy Karam and Thomas Turnbull** will be there as well to discuss triaging any registration issues that have to do with people trying to get into the building who are not registered.

If registration gets backed up, I am going to ask a few of you to join us and help out, as needed. Leave it to me to coordinate this effort at the registration area.

Please note, if anyone shows up at JJC without being on the list, do NOT handle this by your self since we have strict rules to follow at this venue. Refer this to either Thomas or Joe to triage. If neither is available, go to Willy or Father Shawn

8:15: Doors to Drupalcamp10NYC open

General registration, coffee, drinks, etc. Please remind all attendees that food and drinks are NOT allowed in the theater, but they are welcomed to put their belongings down in a chair to save their spot, then come out and get their breakfast

9am – 9:15am: Alert attendees that the plenary session is about to begin

9:15am: Joe makes opening presentation, thanks to sponsors, to volunteers, then highlights some key logistics for the day

9:40am: Robbie presents the history of the camp, discusses the NYC community and how it is growing, taking shape, what the intent and focus of this camp are

10am: people break out to get to their sessions

It is quite important at this point for key organizers to station themselves at different spots on the main floor, 2nd, 3rd, and 6th to help direct people to elevators and stairwells for this first transition. People will be ok by the subsequent sessions, but this first one will be the toughest.

10:45am Scott and Stan move remaining breakfast food from JJC Main bldg to North bldg

10:50am Breakfast final cleanup

Resources: Eric Goldhagen, Nikki Stevens

11am: Food vendors arrive at North Building

Lunch Setup Coordination: Brian Short, Scott Wolpow

Resources: Stan Lozowski, Willy, Amy Cham, William Choy

Noon: Lunch unofficially opens (for flow)

12:15 pm: Lunch Officially opens (self-serve)

1:30pm – 2pm: Lunch cleanup commences

Resources: Lisa Rex, Scott, Willy + 1, Amy

5:05 pm at Registration tables: Camp Book Raffle

5:15pm Cleanup Commences – Must inspect all rooms and corridors as a courtesy to JJC (AGAIN, we would like to be welcomed back)

Resources: Thomas Turnbull, Scott Wolpow, Alex Ross, Willy+1, Molly Byrnes, Irene Meisell, Matt Miseelbeck, Robin Sentell

6pm: BoFs end *(lets ask them to tidy up after themselves as a courtesy to JJC)*

CONFERENCE ENDS

Important Numbers to have handy (*Best to SMS throughout camp, as we'll all have our ringers off or will not hear them*):

Joe Bachana/917.805.4521
Brian Short/646-244-2062
Thomas Turnbull/347-338-8661
Willy Karam/212.300.6571
Scott Wolpow/917.861.2641
Robbie Holmes/917-709-3159
Mark Reilly/347.228.3696
Amy Cham/646.584.7028
Rich Baldwin/973-626-5353
Forest Mars/347-688-7501