



## Sample onsite volunteer duties

Meeting date:

Location:

Time:

Activity	Description	Staff needed	Time needed	Volunteer 1	Volunteer 2
Bag stuffing/ materials distribution	Collating any presentation or sponsor marketing materials/collateral, gifts, into bags and/or easy distribute piles in advance of attendees' arrival.	Depends on the number of materials and size of attendance.	Up to an hour depending on the number of attendees, volume of materials, and number of volunteers		
Registration desk	Checking registration information, distributing materials and name tags, serving as a general resource for questions throughout the day, distributing CE certificates at the end of the day if applicable.	At least two people should cover the registration desk at any time. As one individual checks attendees registration, the other finds their name tag and hands them their meeting materials. If the attendance is large (more than 100) consider separating registration alphabetically over additional tables with volunteers working in sets of two.	This is an ongoing, potentially all-day requirement. Leaders should rotate sets of volunteers in one- or two-hour increments. Registration should begin at least 30 minutes ahead of the first presentation (and up to an hour ahead for programs of more than 100 attendees)		
Speaker orientation/ welcome	Greeting and registering speakers and ensuring smooth transition between	If the leadership includes an education coordinator this individual should be available at	Ongoing throughout duration of the event. One volunteer should be sufficient.		



	presentations.	least 30 minutes ahead of the first session somewhere near the registration desks to welcome speakers. Consider having a separate table just for speakers' registration. This individual should also have the speakers' cell phone numbers and prepare the speakers so they are ready and at hand (physically present) 10 minutes ahead of their presentation period.			
AV	<p>Preparing speakers slide presentations the day of the event.</p> <p>Working with onsite staff on projector, computer, and microphone needs.</p> <p>Troubleshooting technical problems.</p>	If leadership includes an education coordinator this individual should/could be responsible to ensure each presentation is ready for the speaker prior to the start of each session. A second volunteer may be useful to act as troubleshooter/runner in case problems arise. These volunteers may also work with the host site to ensure sound and display quality.	Ongoing throughout the duration of the event. One or two volunteers possibly needed.		
Vendor assistance	<p>Serve as a resource for vendor representative.</p> <p>Direct vendor attendees to</p>	If the leadership team includes a vendor coordinator, this person should be available 30 minutes ahead of the event to	Principally at the program outset but these volunteers may also assist with vendor-related speeches, raffles, or		



	<p>designated areas and assist with display as warranted.</p> <p>Assist with any vendor raffles, thank you announcements, etc.</p>	<p>welcome the vendor representatives, register their attendees, and direct them to their table/display area if warranted. Two volunteers may be helpful—one to remain at the registration desk and the other to walk the vendor to their display area and answer additional questions.</p>	<p>other items throughout the day.</p>		
Event moderation	<p>Open the program with welcome remarks</p> <p>Establish basic event ground rules (shut off your cell phones, location of restrooms, limit side conversations, etc.)</p> <p>Introduce speakers</p>	<p>Could select one individual from the leadership team or host staff to serve as the event moderator or could highlight the leadership team with each member of the team moderating a different session.</p>	<p>Ongoing</p>		
Q&A Session moderation	<p>Monitoring Q&amp;A portions</p> <p>Establishing Q&amp;A protocols</p> <p>Distributing walking microphones or directing attendees to use standing microphones</p> <p>Ensuring appropriateness of questions</p>	<p>If team will have handheld walking microphones and be handing the microphones to attendees to ask their questions—at least two volunteers will be needed</p>	<p>Rotate this responsibility so the same two people don't have to be the Q&amp;A moderators for every session.</p>		
Food	<p>Work with host/vendor to ensure delivery and timing of food and breaks</p>	<p>Volunteers will have to re-direct questions regarding special dietary needs not previously</p>	<p>Two volunteers should be assigned. One to assist with the attendees and the other to</p>		



		addressed ahead of the live event. Special meals should not be ordered on the spot.	troubleshoot with the host/food vendor.		
Clean up	Address any trash and left over materials Work with host to put furniture back where it belongs	Many hands make light work.	Close of event.		