**12 Weeks Away**

1. Establish following information:
* *Role(s) Description*
* *Role Shift Time*
* *Registration Deadline*
1. Using the system of your choice, create your registration using the registration questions below while being modified to your specific event:
* *Name*
* *Email*
* *Phone*
* *What is your classification? (Ex: student, staff, alumni, donor, other)*
* *What is your department/school association? (Ex: SEMTE, Poly, EDO, ETS, CIDSE, alumni, outside ASU, etc.)*
* *Are you part of a Fulton engineering student org? Please type your organization.*
* *What is your ASU mail code, if applicable?*
* *Do you have any dietary restrictions? (Vegan, Vegetarian, Gluten Free)*
1. Print master copies of all role descriptions for you to have

**10 Weeks Away**

1. Launch volunteer registration through your system of choice through the following methods:
* *Engineering Staff distribution list (if applicable)*
* *Engineering Student distribution list (if applicable)*
* *Fulton Student Organization Monthly newsletter provided by Cortney Loui in Academic and Student Affairs*
1. Work with communications to produce the following regarding your volunteering opportunities:
* *In the Loop article*
* *Inner Circle article*
* *Full Circle article*

**8-9 Weeks Away**

1. Re-announce your volunteer registration for your event through the following methods when you are 8 weeks away:
* *Engineering Staff distribution list (if applicable)*
* *Engineering Student distribution list (if applicable)*
* *Fulton Student Organization Monthly newsletter provided by Cortney Loui in Academic and Student Affairs*
1. Work with communications to produce the following regarding your volunteering opportunities:
* *In the Loop article*
* *Inner Circle article*
* *Full Circle article*
1. Establish the following information:
* *Check-In*
* *Check-Out*
* *Area Leads (if applicable)*
* *Food*
* *Volunteer Hospitality Location*
* *Wardrobe*
* *Parking/Transportation*
* *Deans Funding Points*
* *Radios*
* *Supplies Needed*

**5-8 Weeks Away**

1. Re-announce your volunteer registration for your event through the following methods when you are 6 weeks away:
* *Engineering Staff distribution list (if applicable)*
* *Engineering Student distribution list (if applicable)*
* *Fulton Student Organization Monthly newsletter provided by Cortney Loui in Academic and Student Affairs*
1. Work with communications to produce the following regarding your volunteering opportunities:
* *In the Loop article*
* *Inner Circle article*
* *Full Circle article*
1. Start to create your agenda(s) to include following information:
* *Check-In*
* *Check-Out*
* *Area Leads & Crew*
* *Food*
* *Volunteer Hospitality Location*
* *Wardrobe*
* *Parking/Transportation*
* *Deans Funding Points*
* *Radios*
* *Volunteer Cord. Contact Information*

**4 Weeks Away**

1. Re-announce your volunteer registration for your event through the following methods when you are 4 weeks away:
* *Engineering Staff distribution list (if applicable)*
* *Engineering Student distribution list (if applicable)*
* *Fulton Student Organization Monthly newsletter provided by Cortney Loui in Academic and Student Affairs*
1. Work with communications to produce the following regarding your volunteering opportunities:
* *In the Loop article*
* *Inner Circle article*
* *Full Circle article*

**3 Weeks Away**

1. Close volunteer registration

**2 Weeks Away**

1. Finalize volunteer agenda including the following information and any other important information the volunteers would need in order to do their job correctly
* *Check-In*
* *Check-Out*
* *Area Leads*
* *Food*
* *Volunteer Hospitality Location*
* *Wardrobe*
* *Parking/Transportation*
* *Deans Funding Points*
* *Radios*
* *Volunteer Cord. Contact Information*
1. Create name badges to include:
* School logo
* Name
* “volunteer” at the bottom

**One Week Away**

1. Email ALL volunteers the following information:
* Agenda including information below (if it applies)
* *Check-In*
* *Check-Out*
* *Area Leads*
* *Food*
* *Volunteer Hospitality Location*
* *Wardrobe*
* *Parking/Transportation*
* *Deans Funding Points*
* *Radios*
* *Volunteer Cord. Contact Information*
* Maps
* Job Descriptions
* Schedules
* Anything else that is specific towards your event

**The Week of the Event**

1. Update volunteer registration with any late additions or cancellations
2. Print any additional nametags needed due to late signups
3. Give guarantee to caterers for food regarding volunteers (3 days prior to event)
4. Print all master forms for day of and create master volunteer binder of everything you would think you need to know to volunteer at the event
5. Create volunteer sign in AND sign out sheet
6. Create volunteer walk-up sign in sheet
7. Create volunteer deans funding sign in and our sheet
8. Provide a half-page description of all job descriptions so they can review their duties upon arrival
9. If you didn’t do an electronic waiver, make sure you bring enough copies of the required waiver for every volunteer to sign and turn in at check-in
10. Pack all supplies for volunteers and volunteer hospitality
* Master Volunteer Binder
* All job descriptions
* Schedules
* Agendas sent
* Maps
* History of all major communications with volunteers
* Timelines
* List of all volunteers by name; by area; by job
* Food contracts and eligible volunteers for food list
* Anything else that applies
* Volunteer Emergency Kit
* Pens
* Pencils
* Highlighters
* Sharpies
* Markers
* Crayons
* Colored pencils
* Packing tape
* Desk tape
* Scissors
* Rubber bands
* Paper clips
* Kleenex
* Stapler
* Staple remover
* Door stops
* Small notepads
* Mini first aid kit
* Hand sanitizer
* Sunscreen lotion
* Few sheets of card stock/colored paper
* Sign In Sheets
* Deans Funding
* Walk-Up volunteers
* Regular sign in sheet for registered volunteers
* Required ASU Volunteer Waivers and a few clipboards dedicated to the waivers
* Name badges for each volunteer with lanyard
* Wristbands for each volunteer that is eligible for food (typically stuffed in the name badge of the eligible person)
* Extra wristbands
* 50 extra blank name badges and lanyards for walk up volunteers
* T-shirts (if applicable)
* Water
* Snacks
* Rocks or paper weights in case your event is outside and is windy
* 4 banquet tables to setup volunteer check-in and linen if you feel like making it a bit more official

**Within 1 Week after the Event**

* Send individual hand written thank you cards to all STAFF volunteers
* Send individual email to all STUDENT volunteers
* Update no shows and cancellations in online registration
* Send Deans Funding Points sign in sheets to ASA/Fulton Student Orgs. Coordinator
* Send all volunteers a brief survey regarding their experience as a volunteer during pre-event communications, at event experiences, and post-event evaluation from their perspective, and most importantly, would they come back next year?