



## PROTOCOL – VOLUNTEER REGISTRATION

Shift times are the following:

Thursday – setup	9:00 AM – 1:00 PM 12:00 – 5:00 PM
Friday and Saturday	5:30 – 11:30 AM 11:00 AM – 5:00 PM
Saturday – tear down	4:00 – 7:00 PM

- All Volunteers entering the facility will be check in at Volunteer Registration. The volunteers who are in the computer as registered will proceed to the appropriate position 2. Those who aren't pre-registered will proceed to position 3.
- Position 2: There will be three volunteer check-in positions for volunteers whose last names run from A-G, H-O and P-Z staffed by one check-in volunteer at each position. Registrants will receive their name badge insert (which is in alphabetical order), empty name badge holder and tee-shirt. If the volunteer is a department lead or chair, they will have a mark on their name badge insert and should be given a Lead colored shirt. Each volunteer must be told that their name badge and tee-shirt must be worn at all times.
- Position 3: if a volunteer has not pre-registered, there will be a laptop to do so. All volunteers must sign a waiver. On-site registrants will be given a hand written name badge insert, empty name badge holder and a tee-shirt. Each volunteer must be told that their name badge and tee-shirt must be worn at all times.
- Volunteers should be reminded to bring their name badges and tee-shirts along on Saturday. We will have some extra shirts for volunteering both days if they request one.
- Ask all volunteers to stop at Volunteer Registration when they leave for a Volunteer Participation Certificate (if necessary), parking validation ticket and to recycle their name badge holder.