Office Opening Checklist

MATERIALS NEEDED	VOLUNTEER / STAFF ROLES
● Clipboards ● Pens ● Volunteer sign-in sheets ● Volunteer shift sign ups ● Placards ● Office decorations ● Food / beverages ● Music	● Sign-in captain ● Sign-in volunteers ● Shift recruitment captain ● Shift recruitment volunteers ● Field Pitch

BEFORE THE EVENT

- Make a recruitment and confirmation plan
- Recruit and confirm volunteers to fill specific needs prior to the event or to fill day-of roles
- Train volunteers on their roles
- Touch base with your RFD about:
    - Press-ready volunteers
    - Speaking program
- Make a plan for sign-in and shift recruitment

DAY OF / DURING EVENT

- Make sure volunteers who are helping arrive early and train them on their roles
- Start text chain with captains prior to attendees' arrival and have captains start text chains with their volunteers
- Make sure:
    - People are signed in
    - People are recruiting shifts
    - People are having fun
    - Staff are talking to volunteers and staying excited

AFTER THE EVENT

- Thank everyone for coming and remind them of the next event(s)
- Debrief with volunteers about how the event went
- Send a thank you email same-day and call people who came but didn't sign up for shifts within 24 hours