



DPA "SCRIBE" DUTIES

Before Shift



- ★ Check in at Volunteer Services. Get clipboard from cabinet in the back.

- ★ Set up the Check-In table.



Digital Photography List Total: 114

Event Name: ONCE UPON A VILLAGE Photographer: DP's name

Date: 09/22/2023 Scribe: Your name

Last	First	Room
Last Name	First Name	247
Last Name	First Name	109
Last Name	First Name	248

[Photo Range] [Description]
30-32 ✓ 3 boys, green shirts

- ★ Write DP & DPA/Scribe names at the top of the Digital Photography List.

During Shift

- ★ Greet families warmly; Ask them to place their items on table.
 - ★ Locate family on Digital Photography List by last name.
 - ★ Record photo range and brief physical description (see photo).
 - ★ Ensure their access to SmugMug for future photo ordering.
 - ★ Direct traffic flow of line using carpet squares (Ex: "On Deck").
- *If PM shift, accompany DP to various party locations.