

WELCOME TEAM TASKS

1) **Arrive 30 min.** before event starts to meet your other two welcome teammates and setup your welcome table. Check-in begins 15 minutes before event start time.

2) Check-in Pre-registered Volunteers

- A. **Greet** all volunteers with a friendly smile!
- B. ✓ **Check off names** of arrivals on **Check-in** sheet.
- C. Give nametag.

3) Registering Volunteers Whose Names Are Not on *Check-in* List

- A. If someone's name does not appear on check-in list, legibly **write their details on the At-Door Registration form.*** Ask for correct spelling.
- B. Handwrite their nametag with black marker and assign them a Buddy Group Number (1–4). Your first walk-in will be 1. Second 2. Third 3. Fourth 4. Fifth 1....
- C. Give nametag to the volunteer.

4) Insert Late Arrivals into Buddy Groups

Throughout the event, **be on the lookout for late arrivals** who don't have a nametag or **buddy group number** on it (some late arrivals may not see their pre-printed tag and create their own). If anyone arrives after Buddy Groups have formed:

- A. **Create a nametag** for them (see #3 above)
- B. **Give them a Buddy Group Discussion handout*** and explain how volunteers have formed into small groups to get acquainted with this handout before working together.
- C. **Walk them to their numbered buddy group**
- D. **Introduce newly arrived volunteer to group:** "This is (name). S/he just arrived and is now part of your buddy group. Please introduce yourselves and catch him/her up on anything they may have missed."

5) Distribute Handouts*

Familiarize yourself with the event agenda* and be ready to distribute handouts at several different times so your event can go smoothly.

- A. **Buddy Group discussion handouts** should be distributed immediately after an event leader finishes discussing the **3 Goals** of your event, i.e., when another co-leader begins introducing Buddy Groups.
- B. **Muslim Afternoon Prayer handouts** (optional) should be distributed when one of the Muslim event leaders begins introducing their community's afternoon prayer (see agenda for timing).
- C. **Jewish blessing handout** should be distributed just before a Jewish event co-leader begins to lead volunteers in a blessing.
- D. **Map/Directions handout** (optional) to be distributed just before volunteers depart for another site.

* *Provided upon arrival on event day.*