



Event Day Tips

Order of Events

- Be sure to greet volunteers as they arrive and remind them of their specific duties. A quick Volunteer Orientation, once all volunteers have arrived, is best.
- As event attendees arrive, volunteers should make sure they sign in properly. Next, volunteers should direct attendees to locations where their needs would be addressed best. Volunteers should remind individuals signing in about the chance to win the sponsor's scholarship (if any) if they complete the online Evaluation after the event.
- If you are having a presentation, start as close to your designated start time as possible, with a kick-off announcement. A sample script is available in the Planning & Implementation section of Site Coordinator Resources. Starting a few minutes late to allow for stragglers is fine.
- As participants leave, volunteers should encourage them again to fill out the online Evaluation. Use the provided flyer as needed.

Set-up – Signage

- Based on the size of your venue and the location of the room(s) in which the event is held, you may need to print out signs (with arrows) for the event.
- If you have several options for attendees of the event, consider printing signs for doors or tables, such as "Presentation" – "FAFSA Computer Lab" – "FAFSA Express Station" – "Sign-In Station", etc.

Set-up – Check-in and Check-out

- Make sure you have a dedicated table in a prominent location, and designated volunteer(s), for check-in. Arrange stacks of event materials to easily hand out to attendees as they arrive.
- If you are providing optional materials at the event, it can be helpful to have a separate table for them as well.
- If you do not have a computer lab as part of your event, set up a station with a laptop (or two) for attendees to complete the online Evaluation after the event.





Set-up – Presentation Style Option(s)

- Determine who will set up tables and chairs. Does your venue provide them, or do you need to bring your own? Does your venue set up tables and chairs, or do you need volunteers for this?
- Distribute pens, scrap paper, and extra worksheets on the tables.
- Determine who will provide AV equipment. Do a dry-run to test the equipment on location. Check laptops, projectors, screens. Are your cords long enough to reach outlets?

Set-up – Computer Lab Option(s)

- Determine in advance who will let you in to the lab (if it is locked), and make sure you have a cell phone number of this person.
- Test usernames and passwords provided to log on to the computers, and make sure that you can print documents, as well as access FAFSA.ed.gov.
- Distribute calculators (if available), pens, scrap paper, and extra worksheets on the tables.
- Set up the lab computers to display the **FSAID.ed.gov** and **FAFSA.ed.gov** web sites.
- If you have a presentation in the lab, make sure to do a dry-run to test the equipment on location.

Clean-up

- Work with your volunteers to return the venue to its original condition before leaving.
- Does your venue require you to empty trash cans as well?
- Check for personal information left behind – partially completed FAFSA on the Web Worksheets should be shredded, not just tossed in the trash.

Day-of-Event Emergency Kit

- Scissors
- Duct Tape & Clear Tape
- Stapler
- Extra Extension Cords
- Scrap Paper
- Extra Markers and Pens
- Sturdy String

