

Check-in/Information Table

At SOURCE, check-in table volunteers will assist attendees and presenters through the check-in process and act as an information/help desk for attendees throughout the event. Your main duties will include:

1. **Checking in attendees and presenters**

- You will receive detailed instructions on this process at the mandatory training session and when you arrive for your shift at the event.
- Direct all volunteers (including judges) to the command center for check-in/out.

2. **Distributing appropriate materials to each attendee/presenter**

- Encourage all attendees to take a program, schedules, maps, and other information, and promotional materials set up.
- Replenish and organize informational and program materials as needed.

3. **Acting as a Navigator as needed**

- Know where the presentation rooms are so that you can direct people quickly and confidently.
- Volunteers should feel confident and prepared by comprehensively understanding the event schedule, including the timing and locations of talks, poster sessions, exhibitions, and any special events or activities.
- Direct attendees and presenters to talks, promote activities and special events. See more information on navigating on the Volunteering & Judging webpage.

4. **Keeping the command center updated**

- Alert the command center of any issues at check-in and if you need assistance (tech help or another person to help check in big groups)
- If checking in presenters and you have downtime, go through and check for no-shows/presenters who didn't check-in. Keep track of these names to give to the command center at the end of the day.
- Assist in the command center and volunteer check-in as needed.

Command Center:

The command room in **SURC 273** will be a home base for volunteers/judges and mentors. If you have any questions or problems during SOURCE, volunteers & staff will be available in the Command Center to assist volunteers, judges, and staff/faculty.

Please do not send presenters or attendees to the command center for assistance; only staff, faculty, volunteers, and judges should be in this room; direct all attendees and presenters to the check-in/info table if you are not able to assist them at the time.

Check-in/Info Table Volunteer Checklist

Use this guide to prepare for your volunteer shift(s) after reading through the instructions and responsibilities expected of you at SOURCE.

- Learn about SOURCE! Attend one of OUR pre-SOURCE events to see a bit of what to expect at SOURCE in May.
 - SOURCE Kickstart & Why to SOURCE: Fall Quarter
 - How to SOURCE: Winter Quarter
- Sign-up to be a volunteer at SOURCE!
- Attend one of the mandatory volunteer training sessions
- Dress comfortably, but appropriate for the event. You want to appear welcoming and approachable as you're probably the first person they will interact with at SOURCE.
- Arrive at the SURC 10-15 minutes before your shift starts to check-in in the command center.
- Gather your materials for the day. (Maps, schedules, volunteer badge)
 - Make sure that your volunteer badge is always visible on your person during your shift
- Familiarize yourself with the presentation schedule. Have a general idea of which type of presentations are happening where and when so that you can direct attendees. (ex. At 1:00pm, room 137A will have Biology presentations.)
 - Keep a schedule on your person throughout the event to refer to as needed.
- Know the space. If you aren't already familiar with the layout of the SURC, study the maps provided of where different presentations are occurring throughout the event so that you can direct people quickly and confidently to the correct locations.
- Enjoy the event! Before, after, or even if you have some downtime during your shift, stop by some presentations. Participate in some of our engagement activities.
 - Please do not leave your station unattended during your shift. Please only stop into presentations and activities if there is at least one other volunteer covering the station.
- If you take any nice photos/videos showing the positive energy at SOURCE, feel free to dm any photos/videos you're okay with us posting to [@cwusource](#) on Instagram or email them to source@cwu.edu and we might post them on our story or use them for promo! If you are posting about SOURCE on your personal social media, don't forget to tag us!