

Event Name: **WHP Baby Shower**

Event Date: **Saturday, August 20, 2016**

Event Location: **Creekside**

TEAM MEMBER(S) ASSIGNED	ACTIVITIES/TASKS	# of people	Names	Time Needed
WHP staff, plus 4 volunteers	<b>Event Set-up Crew - Day before the Event</b> Volunteers will arrive the day before the event to set-up and decorate the room. Volunteers from this group will also assist with transporting to and from the event: incentives, prizes and paper products for serving food.	4	<b>Volunteers Needed</b>	<b>3 pm to 5:00 pm</b>
WHP staff, plus 4 volunteers	<b>Day of the event</b> Volunteers will arrive <b>2 hour before the start of the event</b> to set-up the prizes, stage the serving area, arrange the child care room and area. Volunteers from this group will also assist with transporting to and from the event: incentives, prizes and paper products for serving food.	4	<b>Danielle Misha Amanda Shamelle Cecilia Gloria Vella Alison</b>	<b>11 am to 2:00 pm</b>
Christina	<b>Registration Desk Attendants</b> Volunteers to greet and register folks. There will be two registration sheets - one for pregnant women and one for their guests. This volunteer must make sure that each participant registers using the correct sheet.	1 to 2	<b>Christina Shamelle</b>	<b>10:30 am to 3:00 pm</b>
Monique	<b>Event MC</b> Volunteer to announce activities, provide instructions, answer questions, keep things moving and ensure everyone enjoys themselves.	1	<b>Monique</b>	<b>All Day</b>
	<b>Cake/Cookies Pick- up Person</b> Volunteer to pick-up the baby shower and Boot Camp for New Dads cake and cookies from Costco and deliver them to the event site.	1	<b>Vella</b>	<b>Friday, before the event</b>
	<b>Food servers to serve lunch</b> Volunteer Food Servers will serve participants food once they are dismissed for lunch by the MC. The number of volunteers required will vary depending on the lunch menu. Volunteers will also need to set-up the water/beverage pick-up area and monitor the supply of paper products (plates, napkins, cups) and utensils to ensure we don't run out of anything.	3 to 4	<b>Amanda Cecilia Gloria Danielle</b>	<b>11 am to 12:00 pm</b>
<b>Comments</b>				

TEAM MEMBER(S) ASSIGNED	ACTIVITIES/TASKS	# of people	Names	Time Needed	
	<b>Water/Beverage Manager</b>	Volunteer to monitor and manage the supply of drinking water/beverages to ensure enough cups of water/beverage are filled and available at the water/beverage station for guests.	1 to 2	Amanda Misha	11 am to 1:00 pm
	<b>Cake Cutter and Servers</b>	Volunteer to take the lead on cutting/slicing the cake. Volunteer to put the sliced cake onto paper plates and place a fork on each plate. 2 to 3 volunteers to serve the cake. Volunteer to serve/take care of staff/children in the child care room.	2 to 3	Cecilia Vella Shamelle	12 pm to 2:00 pm
Vella	<b>Time Keeper/Agenda Schedule Enforcer</b>	Volunteer to ensure the MC is aware of the time and that activities start and end on time.	1	Vella Tracy	12 pm to 2:00 pm
Tracy Monique	<b>Raffle Prize Patrol and Award Team</b>	Volunteers responsible for verifying raffle prize winners and presenting awards to them. These volunteers must also ensure prize recipients correctly complete and sign the necessary forms before presenting them with their prizes, and will be responsible for the safekeeping and submission of all completed forms to the designated staff person.	2	Tracy Misha	12 pm to 2:00 pm
Tracy Danielle	<b>Referral Form Collection Team</b>	Volunteers responsible for the collection and safekeeping of referral forms. These volunteers must review each form for accuracy. If errors are found, volunteers must track down the guest during activities (not presentations) and ensure the form is completed correctly.	2	Tracy Danielle Gloria	12 pm to 2:00 pm
	<b>IT, A/V TA Person</b>	Volunteer to be on stand-by at event site if laptop and/or LCD projector set-up or tech assistance is required.	1	Tim Christina	
Everyone?	<b>Event Clean-up &amp; Take Down Crew</b>	All volunteers will help clean-up/take down tables, chairs, etc., at the event site. Unless instructed otherwise by the Event Coordinator, all volunteers will stay and assist with event clean-up/take down tasks until the work is completed and the Event Coordinator releases everyone.	8	Danielle Misha Amanda Shamelle Cecilia Gloria Vella Alison	12 pm to 2:00 pm
Vella? And others	<b>Not Needed</b>	Volunteer to transport all reusable decorations, unused paper products, any event items not distributed, etc., back to the San Leandro Public Health Dept site.	3	All?????/ Need to ask	All Day

**Volunteers**

Shamelle    Misha  
Alison        Cecilia  
Danielle  
Gloria  
Amanda



