

BOOTH SET-UP

Times Needed: 7:45 am - 9:15 am

Dress Code: *Business Casual*

Materials Needed: None

Responsibilities:

- At the beginning of the day you may be assisting school board representatives to find/set-up their booths.
- Greet School board representatives
- Assist with setting up their displays, if required
- Inform representatives/exhibitors that coffee/continental breakfast is available in the Boardroom (Room W646)
- Inform representatives/exhibitors of welcome in the Boardroom at 8:45 am

Booth set-up volunteers should remain near the registration table where they will be assigned to assist school board representatives as they arrive. Once assistance is complete, check in at the registration table and instructions will be given on what to do next.

REGISTRATION TABLE #1

Time: All Day (8:00 am - 3:00 pm)

Dress Code: Business Attire/Business Casual

Materials Needed: None

All volunteers share in “hospitality/registration” duties. Throughout the day, the goal of those on Hospitality/Registration is to make the representatives and exhibitors comfortable and ensure that their visit to the University of Lethbridge is a positive one.

REGISTRATION TABLE

The registration table will be open throughout the day to field inquiries and requests from school board reps. Two people will man the booth and the table should never be left unsupervised. All School Board Representatives, volunteers, and students should check in at the Registration table.

Table #1

(For School Board Representatives)

Responsibilities:

- Handing out packages to boards. Making sure representatives sign in
- Provide information about floor plan, interview room assignments
- Highlight table location and assign a volunteer to assist

REGISTRATION TABLE #2 (Volunteers)

Time: All Day (8:00 am - 3:30 pm)

Dress Code: Business Attire/Business Casual

Materials Needed: None

All volunteers share in “hospitality/registration” duties. Throughout the day, the goal of those on Hospitality/Registration is to make the representatives and exhibitors comfortable and ensure that their visit to the University of Lethbridge is a positive one.

REGISTRATION TABLE

The registration table will be open throughout the day to field inquiries and requests from school board reps. Two people will man the booth and the table should never be left unsupervised. All School Board Representatives, volunteers, and students should check in at the Registration table.

Table #2

(For Volunteers)

Responsibilities:

- Registration is the center for the coordination of volunteers
- Ensure all volunteers have name tags and sign in and out
- Ensure all students receive name tag
- Respond to requests for the shuttle
- At the end of a volunteer’s shift, give him/her thank-you letter

Shuttle Driver

Time: 7:45 am - 9:30 am

1:45 pm - 3:30 pm

(Will also require one drive to be “on-call” throughout the day)

Dress Code: DRESS WARM - (hats, mitts, winter coats)

Materials needed: Walkie Talkies, Parking Permits, vest

****Shuttle drivers must be 25 years of age or older and hold a valid driver’s license****

3 Shuttle Vans will travel from the Northwest Parking lot to the loading bay (level 6). Representatives will be instructed to stay by their vehicles and wait for the shuttle.

When you pick up representatives, make sure to give them a parking permit to hang in their mirror. Remind them if they don’t have it, they will get ticketed.

Once you are finished your shift, you are to park in the Curve and return the keys to the Registration table.

Loading Bay Personnel

Time: 7:45 am - 9:30 am

Dress Code: Casual

Materials needed: Walkie Talkie

Loading Dock Supervisor

- Greet representatives
- Organize Dock Personnel
- Make sure that at least one person is always down in the loading dock to assist in unloading

Loading Dock Personnel

- Greet School Board representatives
- Unload materials from shuttle and transfer to carts
- Accompany representatives to the Registration table
- Unload materials at the appropriate booth location

HOSPITALITY ROOM

Time: 8:00 am - 9:30 am

Dress Code: Business Attire/Business Casual

Materials Needed: None

Responsibilities:

- Greet representatives for Continental Breakfast and Reception

FLOATER

Times Needed: All Day (8:30 am - 3:00 pm)

Dress Code: Business Attire/ Business Casual

Materials needed: None

Responsibilities:

- Answer questions or respond to special requests give directions to coffee in the boardroom, the washrooms etc.
- Circulate atrium and check often at registration table for any duties that arise
- Show school board representatives to their interview room(s)
- Help students find the *appropriate* interview room(s)
- For school boards with only one representative, you may be asked spell them off while they grab a bite to eat. Your role at this time is simply to let students know that the school board representative will be back in 30 minutes or whatever time is arranged
- Collect name tags, tent cards, and anything else left at the booths at the end of the day
- Check the hospitality room frequently to make sure that it is tidy and that only participants of the Job Fair are in it.

ROAMER

Time: All Day (9:30 am - 3:00 pm)

Dress Code: Business Casual

Materials Needed: Clipboard, name tags and sign-in sheets.

Responsibilities:

- Roams the Atrium to ensure that all participants (students, grads) have name tags, and have signed in.

Runner

Time: All Day (8:00 am - 3:00 pm)

Dress Code: Business Casual

Materials Needed: None

Responsibilities:

- Office Runner who basically does any task asked by the SPS office (typically this requires a half day or full day commitment)

WATER/COFFEE

Time: 10:00 AM - 11:00 am
12:30 pm - 1: 00 pm

Dress Code: Business Casual

Materials needed: Cart and Refreshments

Responsibilities:

- Throughout the day, we will send a cart with refreshments around the Atrium

TAKE DOWN

Time: 1:45 pm - 3:30 pm

Dress Code: Business Casual

Materials Needed: Carts

Responsibilities:

- This happens REALLY FAST!
- When tear down begins, approach representatives who might require some assistance in dismantling their displays. Load onto carts
- Accompany representatives to the loading bay
- Assist loading material into shuttle
- Thank school board representatives for their participation
- Return cart to the Atrium