EVENT SETUP PAGES

**TABLE OF CONTENTS**

[VOLUNTEER SCHEDULE 1](#_Toc116543769)

[PRINT REQUESTS 2](#_Toc116543770)

[SAMPLE PLANNING MEETING AGENDA 3](#_Toc116543771)

[GAME OF LIFE PLANNING CHECKLIST 4](#_Toc116543772)

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# VOLUNTEER SCHEDULE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Booth**  | **1st**  | **2nd**  | **3rd**  | **4th**  | **5th**  | **6th**  | **7th**  |
| **Career/Bank**  |   |   |   |   |   |   |   |
| **Chance**  |   |   |   |   |   |   |   |
| **Charities**  |   |   |   |   |   |   |   |
| **Child Care**  |   |   |   |   |   |   |   |
| **Clothing**  |   |   |   |   |   |   |   |
| **Communication**  |   |   |   |   |   |   |   |
| **Health Clinic**  |   |   |   |   |   |   |   |
| **Entertainment**  |   |   |   |   |   |   |   |
| **Furniture**  |   |   |   |   |   |   |   |
| **Groceries/Food**  |   |   |   |   |   |   |   |
| **Personal Care**  |   |   |   |   |   |   |   |
| **Housing**  |   |   |   |   |   |   |   |
| **Insurance Auto/Tag**  |   |   |   |   |   |   |   |
| **Insurance Health/Life**  |   |   |   |   |   |   |   |
| **Supplemental Income**  |   |   |   |   |   |   |   |
| **Renters’ Insurance**  |   |   |   |   |   |   |   |
| **Car Dealership**  |   |   |   |   |   |   |   |
| **Utilities**  |   |   |   |   |   |   |   |
| **Finish Line**  |   |   |   |   |   |   |  |

# PRINT REQUESTS

**If you need volunteer or student handouts, indicate these needs in “Special.”**

|  |  |  |  |
| --- | --- | --- | --- |
| **To Be Printed** | **Quantity of** **8x11** | **Poster Size** **18x24** | **Special** |
| **Career/Bank** |  |  |  |
| **Chance**  |  |  |  |
| **Charitable Donations**  |  |  |  |
| **Child Care** |  |  |  |
| **Clothing**  |  |  |  |
| **Communications** |  |  |  |
| **Health Clinic** |  |  |  |
| **Entertainment** |  |  |  |
| **Furniture**  |  |  |  |
| **Groceries/Food** |  |  |  |
| **Personal Care** |  |  |  |
| **Housing**  |  |  |  |
| **Insurance Auto/Tag**  |  |  |  |
| **Insurance Health/Life**  |  |  |  |
| **Supplemental Income** |  |  |  |
| **Renters’ Insurance** |  |  |  |
| **Car Dealership** |  |  |  |
| **Utilities** |  |  |  |
| **Finish Line** |  |  |  |

# SAMPLE PLANNING MEETING AGENDA

1. Overview of Event
	1. What happens
	2. Purpose
2. Needs
	1. Share link to event in LEARN: <https://learn.k20center.ou.edu/educator-resource/1710>
	2. Share planning checklist
	3. Discuss how to recruit volunteers
		1. How many are needed?
	4. Copies
	5. Volunteer lunch
	6. Decorations
3. 5E Overview
	1. Lessons/promotion before event
	2. Activities the day of the event
		1. Taking attendance
	3. Follow-up activities

# GAME OF LIFE PLANNING CHECKLIST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2 Months Before** | **2 Weeks Before** | **1 Week Before** | **2–4 Days Before** | **1 Day Before** | **Day of Event** |
| * Order T-shirts (if needed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Order decorations, photo booth props, prizes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Recruit volunteers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Share 5E lesson plan with teachers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Reserve space for event

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Locate a wheel to spin or decide to use a digital wheel

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Distribute booth documents to volunteers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Share the print request page with volunteers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Plan/order lunch for volunteers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Finalize decorations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Check that all copies have been made/booths are ready

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Collect calculators for booths or make a plan to collect them the day before

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Print name tags/career cards, making sure there is one for each student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Final planning meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Have teachers complete “Engage” activity from 5E in classrooms to build excitement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Send reminders/tips/thank-you notes to volunteers with details about lunch

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Decorate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Have calculators for all booths

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Make sure attendance forms/the plan for taking attendance includes all students

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Have copies of booth handouts for volunteers and students at all booths

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Take attendance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Distribute name tags/career cards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Check that all booths are staffed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Encourage students to move through the game, help with areas that are experiencing a backup

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Hand out T-shirts (if ordered)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*On the blank lines, record the names of who is responsible for each task