

EVENT SETUP PAGES

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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
 - a. What happens
 - b. Purpose
2. Needs
 - a. Share link to event in LEARN: <https://learn.k20center.ou.edu/educator-resource/1710>
 - b. Share planning checklist
 - c. Discuss how to recruit volunteers
 - i. How many are needed?
 - d. Copies
 - e. Volunteer lunch
 - f. Decorations
3. SE Overview
 - a. Lessons/promotion before event
 - b. Activities the day of the event
 - i. Taking attendance
 - c. Follow-up activities



Game to Prepare for 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

