

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. 5E Overview
 - a. Lessons/promotion before event
 - b. Activities the day of the event
 - i. Taking attendance
 - c. 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 |
|---|--|--|--|---|---|
| <ul style="list-style-type: none"> Order T-shirts (if needed) <hr/> | <ul style="list-style-type: none"> Distribute booth documents to volunteers <hr/> | <ul style="list-style-type: none"> Finalize decorations <hr/> | <ul style="list-style-type: none"> Final planning meeting <hr/> | <ul style="list-style-type: none"> Decorate <hr/> | <ul style="list-style-type: none"> Take attendance <hr/> |
| <ul style="list-style-type: none"> Order decorations, photo booth props, prizes <hr/> | <ul style="list-style-type: none"> Share the print request page with volunteers <hr/> | <ul style="list-style-type: none"> Check that all copies have been made/booths are ready <hr/> | <ul style="list-style-type: none"> Have teachers complete “Engage” activity from 5E in classrooms to build excitement <hr/> | <ul style="list-style-type: none"> Have calculators for all booths <hr/> | <ul style="list-style-type: none"> Distribute name tags/career cards <hr/> |
| <ul style="list-style-type: none"> Recruit volunteers <hr/> | <ul style="list-style-type: none"> Plan/order lunch for volunteers <hr/> | <ul style="list-style-type: none"> Collect calculators for booths or make a plan to collect them the day before <hr/> | <ul style="list-style-type: none"> Send reminders/tips/thank-you notes to volunteers with details about lunch <hr/> | <ul style="list-style-type: none"> Make sure attendance forms/the plan for taking attendance includes all students <hr/> | <ul style="list-style-type: none"> Check that all booths are staffed <hr/> |
| <ul style="list-style-type: none"> Share 5E lesson plan with teachers <hr/> | | <ul style="list-style-type: none"> Print name tags/career cards, making sure there is one for each student <hr/> | | <ul style="list-style-type: none"> Have copies of booth handouts for volunteers and students at all booths <hr/> | <ul style="list-style-type: none"> Encourage students to move through the game, help with areas that are experiencing a backup <hr/> |
| <ul style="list-style-type: none"> Reserve space for event <hr/> | | | | | <ul style="list-style-type: none"> Hand out T-shirts (if ordered) <hr/> |
| <ul style="list-style-type: none"> Locate a wheel to spin or decide to use a digital wheel <hr/> | | | | | |

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