

EVENT SETUP PAGES

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VOLUNTEER SCHEDULE

Booth	1st	2nd	3rd	4th	5th	6th	7th
Bookstore/Library							
Chance							
Financial Aid and Bursar							
Finish Line							
Health Services							
Housing and Residential							
Loans Program and Part Time Work							
Meal Plans							
Parking Permits							
Orientation							
Sports Package							
Student Services							
Technology							

PRINT REQUESTS

If you need volunteer or student handouts, indicate these needs in "Special."

To Be Printed	Quantity of 8x11	Poster Size 18x24	Special
Bookstore/Library			
Chance			
Financial Aid and Bursar			
Finish Line			
Health Services			
Housing and Residential			
Loans Program and Part Time Work			
Meal Plans			
Parking Permits			
Orientation			
Sports Package			
Student Services			
Technology			

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/3839>
 - 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

FUTURE U PLANNING CHECKLIST (*On the blank lines, record the names of who is responsible for each task

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) _____ ● 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 	<ul style="list-style-type: none"> ● Distribute booth documents to volunteers _____ ● Share the print request page with volunteers _____ ● Plan/order lunch for volunteers _____ 	<ul style="list-style-type: none"> ● 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/award letters and ledgers, making sure there is one for each student _____ 	<ul style="list-style-type: none"> ● 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 _____ 	<ul style="list-style-type: none"> ● 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 _____ 	<ul style="list-style-type: none"> ● Take attendance _____ ● Distribute name tags/award letters and ledgers _____ ● 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) _____

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*On the blank lines, record the names of those responsible for each task.