

EVENT SETUP PAGES

TABLE OF CONTENTS

VOLUNTEER SCHEDULE	1
PRINT REQUESTS	2
SAMPLE PLANNING MEETING AGENDA.....	3
GAME OF LIFE PLANNING CHECKLIST	4

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