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
   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