Volunteer Opportunities: Sustainable Marietta Forum April 3, 4, 5, 2020

General Opportunities

* Training for people on security
* Marketing: News release, flyers, tri-fold info piece

Volunteers to circulate among social hour for volunteer sign-up

Volunteers to circulate among social hour for Friday Dinner food contributions

* Signage: create signs for room names with workshop titles, menu with ingredients on white board, signs for composting, parking signs, sign about where to enter the event
* Someone in charge of handouts including making the final draft of handout of day’s schedule
* Coordinate food/menu with Busy Bee

Friday

* Greeters (Friday): Welcome attendees, distribute name tags, check registrants off list and provide lunch ticket to early registrants, give handout, point in right direction
* Master of Ceremonies: Introduce dignitaries, remind about housekeeping, composting, emergency info, etc.
* Coordinator of Friday Dinner: plan who is bringing what, and how much, Either sign up volunteers after church or ask others to help. Make sure volunteer opportunities info is included in the church program, sent out to the FUUSM listserv and mentioned in any news releases.
* Security
* Friday dinner set-up - set up tables and chairs, plates, silverware, foods as they arrive, drinks
* Friday discussion facilitator: Explain about the mural, add words and pictures to the mural during discussions, etc.
* Myra Moss handler: Make sure she has an up-to-date schedule, greet her on Friday, Saturday and Sunday to make sure she knows where to go, has a glass of water, puts her coat away and knows that the handler will help if there are challenges or questions.
* Keynote introducer (MC?)

Saturday

* Saturday lunch set up: tables, chairs, plates, silverware, coordinate with Busy Bee
* Greeters (Saturday): Welcome attendees, distribute name tags, check registrants off list and provide lunch ticket to early registrants, give handout, point in right direction
* Master of Ceremonies: Introduce dignitaries, remind about housekeeping, composting, emergency info, etc.
* Saturday discussion facilitator: Explain about the mural, add words and pictures to the mural during discussions, etc.
* Myra Moss handler: Make sure she has an up-to-date schedule, greet her on Friday, Saturday and Sunday to make sure she knows where to go, has a glass of water, puts her coat away and knows that the handler will help if there are challenges or questions.
* Saturday lunch clean up
* Introducers at all 9 workshops (so, at least three people); also serve as time-keepers
* Note taker in each workshop to record key concepts and then giving those notes to the Sunday discussion facilitator
* Technical assistant at each location
* Panel discussion moderator
* Final discussion(s) facilitator
* End of Saturday clean-up crew
* Sunday discussion leader: Pull together what has been written/drawn onto the mural and make a short written document summarizing the general concepts and vision written and spoken.

Sunday

* Sunday 1-3 p.m. discussion facilitator: Explain about the mural, add words and pictures to the mural during discussions, etc. Lead the discussion to work towards goals and time line for Sustainable Marietta planning.
* Myra Moss handler: Make sure she has an up-to-date schedule, greet her on Friday, Saturday and Sunday to make sure she knows where to go, has a glass of water, puts her coat away and knows that the handler will help if there are challenges or questions.
* Sunday 12:30, set up for discussion
* Master of Ceremonies Sunday openings
* Security
* Sunday 3:30, clean up