

Volunteer Training Event Checklist

Pre-Event

- Choose a suitable location with space and facilities for presentations
- Confirm the date and time, considering the availability of volunteers (this may mean multiple events)
- Prepare handouts or other resources
- Confirm availability of speakers
- Set up a registration system for volunteers attending the information event
- Create an agenda for the information event (allowing time for networking and Q & A's)



Site Logistics

- Set up a welcome area with materials, nametags, etc.
- Test audio-visual equipment
- Place clear signage directing volunteers to the information event location
- Arrange for refreshments

Topics to Cover at Volunteer Information Event

Importance of Ambassadors

- Play "Heart of Saskatchewan" [here](#)
- Play "Becoming a Saskatchewan Ambassador" [here](#)

Event Specific Details

- Welcome volunteers – consider this being done by event leadership
- Provide an overview of the purpose and goal of the event
- Provide information on:
 - The event dates and schedule
 - Points of contact during the event
 - The event venue, including address and directions
 - Event policies or detailed security procedures
 - Volunteer roles and responsibilities
 - Parking and transportation options
 - Specific dress codes or uniform requirements
 - Communication channels that will be used during the event
 - Any software that will be used for volunteer scheduling etc. (train if needed)
 - Key event contacts and team members

General

- Provide information on other events or attractions in the city/town/community during the event

During the Volunteer Information Event

- Ensure speakers are enthusiastic and upbeat
- Express gratitude and appreciation for volunteer's time and commitment
- Provide information on any perks or discounts volunteers receive
- Provide any additional instructions on next steps for volunteers
- Create a sense of community. Consider using social media to connect volunteers with the organizing committee

Post-Event

- Ask for feedback from volunteers on the information provided
- Ensure volunteers are considered part of the team. Share important information on the event with them first if possible
- Communicate with volunteers leading up to and after the event
- Continue to express gratitude and recognize your volunteers for their contribution

