

VOLUNTEERS & TEAMS NEEDED

When building a team of volunteers and staff, here are some key areas to think through. Building out these teams with the RIGHT people can make or break your attendee experience.

- **An Event Coordinator:** This person puts all the moving pieces together months before the event, the day-of and wrap-up after the event. If you don't already have someone in mind, this will need to be someone that is detail-oriented, has an eye for attendee experience and is not afraid to lead a team of volunteers.
- **An Emcee:** This person will need to be sharp. This is someone who can shepherd the room and move things along while also being knowledgeable of the details of the schedule and the values of Send Network. This person should be a part of the planning process.
- **Greeters:** You will need at least four people to serve as greeters. These people are friendly and always happy to help! They will open doors, help people find where they need to go and know the event schedule like the back of their hand! You will also need to make sure that they are outfitted in the provided event shirt. This makes it easy for attendees to identify who can help them.
- **Check-In Team:** You will need a team of 2-4 people, the more the better. Not only will they be getting attendees checked in to the event, but they will also be giving out T-shirts to the first 200 attendees! This would also be the time to provide notebooks and pens if your location chooses to do so. Your check-in team will need to be ready for a rush and also knowledgeable about the event as a whole.
- **Hospitality Team:** This is the team that will put out snacks and lunch. They will be the eyes when things need to be refreshed and organized. You could easily use someone from your check-in team here as well!
- **Production Team:** We have all been a part of putting a Sunday morning service together. Please work with your host church to ensure everything is covered by way of sound and screens for your main sessions. This team is a KEY element to the success of your main worship sessions.
- **Optional | Speaker Host:** Caring for speakers well is embedded in our Send Network culture. Having someone to greet and serve each speaker while onsite is a great way to do that. This person would know the speaker's travel schedule and every responsibility given to that speaker while at the One-Day. They can exchange phone numbers and be available to the speaker for the duration of the event if a need arises.