

2017 Western District Specialized Master Gardener Volunteer Workshop Volunteer Sign-up

Saturday, September 30, 2016

Set-up begins at 8:00 a.m. - Includes setting up tables, chairs, displays, computer & projector; unloading presenter's materials; putting up signs)

Registration begins at 9:00 a.m. - Please come a few minutes early

Hospitality – Morning - begins at 8:30 or earlier. Make coffee & hot water. Set out beverages, bars & fruit. Set out napkins, cups etc. Includes making coffee until lunch and anything else you feel needs to be done.

Hospitality - Lunch Make beverages available for remainder of day; cut and label sandwiches; set out desserts and other foods. Set out napkins, plates, etc. Include anything else you feel needs to be done.

Hands-on assistance - Assist presenters as needed. Duties/training week before workshop.

Clean-up / Tear-down - Put away tables, chairs, displays, computer & projector; remove signs; pack up leftovers; help presenters and coordinator pack materials back into cars, remove trash, clean surfaces, and sweep floor.

	Name	Set-up	Registration Desk	Hospitality morning	Hospitality lunch	Hands-on assistance	Clean-up Tear-down	Snacks
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