



**Volunteer Schedule For
Classroom of the Future Foundation's
17th Annual Innovation in Education Awards Program
May 20, 2020 at SeaWorld**

Volunteers Needed:

Friday, May 15, Monday, May 18 & Tuesday, May 19

Preparation for Event: Please come in on one or more of these days between the hours of 10am to 3pm or a portion of this time to assist with:

- Name Badges – insert in holders, add lanyards, attach seat number. Type last minute RSVP's and create last minute name badges
- Organize and label trophies and awards.
- Organize certificates and proof them
- Wrap and label Opportunity Drawing items
- Create and organize Name Tents for theater
- Update and print out check in sheets with seat numbers
- Stuff SWAG bags
- Package items for transport to SeaWorld

Wednesday, May 20 – Day of the Event

1pm to 3:30pm – Set up for Event

- **Volunteer Huddle with Jane Schlosberg at Registration table 1pm**
- Set up registration table with name badges in alphabetical order, place alphabet signs, organize check in lists, place pens, place blank name badges for those who are not on the list.
- Set up Posters on easels at Registration table and at the Nautilus Pavilion (where the reception takes place). If it is windy these may need to be taped to the easel.

- Assist students with display tables at the Nautilus Pavilion. Technical help may be needed. There will be 4 display tables.
- Assist sponsors with Exhibit tables. Make sure they have what they need – electricity, wifi password, etc. – we have 18+ of these.
- Set up the Opportunity Gift tables in front of the stage at the Nautilus Pavilion. Set up gifts with information stands next to each one.
- Place Name tents for those going on stage in the Mission Bay theater. Name tents will go over the back of each chair. Seat numbers will correspond to the number on the name tent.
- Place ½ of programs on reception tables
- Set up trophies and awards on tables near stage – some will be on the left of stage – others on the right of stage. Follow list that will be provided.

3:00pm to 6:30pm – Registration & Reception

- **Volunteer Huddle with Jane Schlosberg, giving instructions and answering questions for volunteers at Registration table at 3pm**
- Begin check in of 500 attendees. Check each guest off the list as they arrive. Hand them a name badge. Hand them a SeaWorld ticket and 2 drink tickets. Hand them a “bookmark” telling them about the prizes at the Opportunity Drawing. Drink tickets are good for soda, beer & wine. Give them directions on where to go. Please see Check In Sheet for further details.
- The Registration table must be covered at all times with 6 volunteers minimum during check in from 3pm to 6:30pm. We will provide water and snacks for volunteers.
- VIP’s will be checking in. A special VIP list will be provided. These guests will have Escorts to walk them to the reception. Please notify Jane Schlosberg when they check in.
- Escorts will be assigned to walk VIP’s into SeaWorld and to the Nautilus Pavilion for the reception.
- Assist photographer with photos and greet guests as they enter the reception at the Nautilus Pavilion in front of the Step & Repeat.
- Assist with sale of Opportunity Drawing and sell raffle tickets to guests at the reception.
- Hand out gifts at the Opportunity Drawing table, take cash and credit card information.

- Assist with assembling students to see SeaWorld live animal (penguin) and make sure they follow directions from the SeaWorld representative.

5:30pm to 8:30pm – Program, Dessert Reception & Clean Up

- 2 Volunteers to remain at the Registration table from 6pm to 9pm. For late Check ins direct guests to the Mission Bay Theater. You will hand out SWAG to all guests who leave early and at the conclusion of the event. All guests will be out by 9pm.
- Usher guests from the Nautilus Pavilion to the Mission Bay Theater at 6pm. The program starts promptly at 6:30pm.
- Ushers in the theater – some will be at the entrance of the theater to direct guests; others will help guests find their seats. Seat numbers will be on the name badge of each guest. Some guests will have a seat number and others will have “general seating” which will be designated rows towards the back of the theater.
- Programs will be handed to guests as they enter
- Some volunteers will work with the Floor Manager. You will assist with getting attendees from their seats and lining them up in the hallway that leads to the stage. Others will assist those on stage who are coming down the stairs to return to their seats.
- Behind the stage in the green room we will need volunteers to assist with lining up awardees and speakers as they reach the entrance to the stage. Some guests will be directed to left of stage and some to right of stage.
- One or two volunteers will assist guests with any questions or concerns that they may have while in the green room.
- Two volunteers will be on each side of the stage (behind the curtain) to assist and hand awards to presenters right before they enter the stage to present the award.
- At conclusion of the program guests will file out to the Dessert Reception on the Mission Bay Theater patio. Volunteers will need to clean up any debris that is left, including programs. Programs will need to be boxed to be taken back to the office of CFF. Empty award boxes on stage will be thrown in the trash. Check for items that may have been left behind.
- All volunteers are welcome to enjoy desserts and refreshments at the Dessert reception. If you’ve never tried a Whale Tail cakepop now is your chance!
- Several volunteers will need to head to the registration table to hand out SWAG bags as guests leave the event. Make sure all

guests get one. Volunteers are welcome to take **one** SWAG bag for themselves when they leave.

- At the conclusion of the Dessert Reception – please help round up all posters and easels and any left over items from the reception.
- We expect to be completed no later than 9:00pm.

Thank you so much for volunteering for Classroom of the Future Foundation and supporting our amazing teachers, educators and students in San Diego County schools. We support STEM & STEAM student programs, Career Pathways and Scholarships. We could not do it without you!