

**2004 INDIANA STATE CONFERENCE  
August 23, 24 & 25**

**VOLUNTEER RESPONSE FORM**

**Volunteers play a key role in the success of the state conference. Various volunteer assignments include:**

- **Packet Preparation** – assemble items for inclusion in conference packet, stuff bags, store filled bags and assist with miscellaneous conference tasks. (M)
- **Hand-Out Distribution** – place handouts and evaluations on chairs for general sessions (M, T, W)
- **Attendee Early Registration** – help setup the registration area, set up nametag tables, register attendees and assist with miscellaneous conference tasks, direct attendees to pre-conference session location, etc. (M)
- **Exhibitor Check-In** – assist vendors with registration, booth location and set-up, errands, etc.(T)
- **Attendee Registration** – register attendees prior to opening sessions. (T)
- **Exhibit Hall Information Table** – answer questions for attendees and update attendees on prizewinner information in the Exhibit Hall.
- **Post Signs for Concurrent Sessions** – post signs with topics and speakers outside of rooms. (T, W)
- **Speaker Introductions** – introduce concurrent session speakers. (assigned if not selected by volunteer). Volunteer will get attendees seated, introduce speaker (script is provided)...open session, facilitate Q & A if necessary and stay in the room during the entire session. (T, W)
- **Room Assistants** – distribute and collect evaluation forms in concurrent sessions, make certain room is clean for the next session, and stay in the room during the entire session. (T, W)
- **Speaker Host** – assigned to speaker ready room to attend to speaker last minute needs, questions, etc. (T, W)
- **Miscellaneous** – last minute needs or whatever!!! (M, T, W)

**If you would like to help out for at least one hour, please specify the volunteer areas along with the day(s) and time(s) of your commitment.**

DAY(S) (M, T, W)	PREFERRED TIME	VOLUNTEER ASSIGNMENT(S)
_____	_____	Prepare Conference Packets (M 9:00 AM – 10:30 AM)
_____	_____	AM Handout Distribution (M 8:30-9:00; T 7:45-8:15; W 6:45-7:30)
_____	_____	Attendee Early Registration (M 11:00 AM – 4:30 PM)
_____	_____	Exhibitor Check-In / Set Up (T 6:45 AM – 11:30AM)
_____	_____	Exhibit Hall Info Table (T 11:30 AM – 2:45 PM)
_____	_____	Attendee Registration (T 6:45 AM – 8:30 AM)
_____	_____	Post Signs for Concurrent Sessions (T 9:45A,11:30A,1:00P,3:30P)
_____	_____	Post Signs for Concurrent Sessions (W 7:30 AM, 9:15 AM)
_____	_____	Speaker Intros (M, T, W – times vary)
_____	_____	List speaker preferences:
_____	_____	Room Assisting (M, T, W – times vary)
_____	_____	Speaker Host (T 9:00-10:15,11:00-12:00,1:30-2:45, 3:00-4:15)
_____	_____	Speaker Host (W 7:15-8:30, 9:00-10:00)
_____	_____	Miscellaneous

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Title and Company Name: \_\_\_\_\_

Street, City, Zip: \_\_\_\_\_

Local Chapter Affiliation: \_\_\_\_\_

**Please mail/email this reply form by July 16<sup>th</sup> to: Judy M. Dodge, SPHR  
JMD Associates P.O Box 923 Michigan City, IN 46361  
Email: judydodge\_sphr@comcast.net**