

BEFORE THE EVENT

- Designate the Information Station Captain.
- Determine whose voice will write the descriptive information.
- Adapt the Descriptive Information Form for your project.
- Determine how you will collect descriptive information from Contributors.
- Determine whether you will limit the number of Items that people are allowed to contribute at your event.
- Train the Information Station Volunteers at the Event Orientation and Training Session.
- Send a follow-up email to Information Station Volunteers.

AT THE EVENT

- Prepare the Information Station and work with volunteers to describe their Items.
- At the Information Station, help Contributors complete a Descriptive Information Form for each Item.
- Direct Contributors to Copying Station with their Items and Descriptive Information Forms.
- Pack up the Information Station.

AFTER THE EVENT

- Assist with troubleshooting collection-related questions.