

## **BEFORE THE EVENT**

- Designate a Welcome Station Captain.
- Adapt the Event Registration and Permission Form and Handout for your project.
- Train the Welcome Station Volunteers at the Event Orientation and Training Session.
- Send a follow-up email to Welcome Station Volunteers.

## **AT THE EVENT**

- Prepare the Welcome Station and register volunteers.
- At the Welcome Station, help Contributors complete the Event Registration and Permission Form.
- At the Welcome Station, provide Contributors with a numbered nametag.
- Position Ushers at the Welcome Station and throughout the event room.
- At the Welcome Station, properly store completed Event Registration and Permission Forms.
- Conduct periodic checks of completed Event Registration and Permission Forms.
- Deliver the completed Event Registration and Permission Forms to the Digital Preservation Specialist.
- Pack up the Welcome Station.

## **AFTER THE EVENT**

- Assist with troubleshooting collection-related questions.