

	Community Coordinator	Event Coordinator	Collection Coordinator	Welcome Station Captain	Information Station Captain	Copying Station Captain
1 day before event (or several hours before)		<b>Coordinating Logistics</b> <ul style="list-style-type: none"> <li>Set up the event space, break room, and outdoor signage.</li> </ul>				
Event Day: Before Public Opening	<b>Coordinating Logistics</b> <ul style="list-style-type: none"> <li>Attend the Opening Meeting.</li> </ul>	<b>Coordinating Logistics</b> <ul style="list-style-type: none"> <li>Arrive early to be sure everything is in place.</li> <li>Pick up/set up coffee and food for volunteers.</li> <li>Greet Volunteers as they arrive and facilitate an Opening meeting.</li> </ul>	<b>Copying Items</b> <ul style="list-style-type: none"> <li>Prepare the Copying Station with the Copying Station Caption.</li> <li>Attend the Opening Meeting.</li> <li>Work with volunteers to practice by copying volunteers' Items.</li> </ul>	<b>Obtaining Permissions</b> <ul style="list-style-type: none"> <li>Prepare the Welcome Station.</li> <li>Confirm required supplies and forms are ready to use.</li> <li>Attend the Opening Meeting.</li> <li>Confirm volunteers know what to do.</li> <li>Work with volunteers to practice by registering volunteers.</li> </ul>	<b>Describing Items</b> <ul style="list-style-type: none"> <li>Prepare the Information Station.</li> <li>Confirm required supplies and forms are ready to use.</li> <li>Attend the Opening Meeting.</li> <li>Confirm volunteers know what to do.</li> <li>Work with volunteers to practice by describing volunteers' Items.</li> </ul>	<b>Copying Items</b> <ul style="list-style-type: none"> <li>Prepare the Copying Station.</li> <li>Confirm required supplies and forms are ready to use.</li> <li>Check the computers at each Copying Station table and make sure software is installed and folder structure is done.</li> <li>Attend the Opening Meeting.</li> <li>Confirm volunteers know what to do.</li> <li>Work with volunteers to practice by copying volunteers' Items.</li> </ul>

	Community Coordinator	Event Coordinator	Collection Coordinator	Welcome Station Captain	Information Station Captain	Copying Station Captain
Event Day: Public Opening	<p><b>Collecting Stories</b></p> <ul style="list-style-type: none"> <li>Share the theme with Contributors.</li> </ul> <p><b>Engaging Participants</b></p> <ul style="list-style-type: none"> <li>Talk to the media at the event.</li> </ul> <p><b>Coordinating Logistics</b></p> <ul style="list-style-type: none"> <li>Make sure all Contributors feel welcome at the event.</li> <li>Serve as liaison to Community Tables.</li> <li>Provide general support.</li> </ul>	<p><b>Coordinating Logistics</b></p> <ul style="list-style-type: none"> <li>Open to the public.</li> <li>During the event: <ul style="list-style-type: none"> <li>Support Station Captains.</li> <li>Troubleshoot problems.</li> <li>Answer questions.</li> </ul> </li> <li>Support the smooth running of the event.</li> </ul>	<p><b>Coordinating Logistics</b></p> <ul style="list-style-type: none"> <li>Support the Welcome Station, Information Station, and Copying Station Captains and Volunteers.</li> <li>Be available to answer questions about the forms and the collection, including when and where it will be available online and shared with the community.</li> </ul> <p><b>Sharing the Collection</b></p> <ul style="list-style-type: none"> <li>If you've made a plan for the Collection, let Contributors know about it.</li> </ul>	<p><b>Obtaining Permissions</b></p> <ul style="list-style-type: none"> <li>Position Welcome Station Ushers at the Welcome Station and throughout the event room.</li> <li>At the Welcome Station, with volunteers: <ul style="list-style-type: none"> <li>Help Contributors complete the Event Registration and Permission Form.</li> <li>Provide Contributors with a numbered tag.</li> <li>Properly store Event Registration and Permission Forms.</li> </ul> </li> <li>Throughout the day, conduct periodic checks of Event Registration and Permission Forms.</li> </ul>	<p><b>Describing Items</b></p> <ul style="list-style-type: none"> <li>At the Information Station, with volunteers: <ul style="list-style-type: none"> <li>Help contributors complete a Descriptive Information Form for each Item.</li> </ul> </li> <li>Direct Contributors to Copy Station with their Items and Descriptive Information Forms.</li> </ul>	<p><b>Copying Items</b></p> <ul style="list-style-type: none"> <li>At the Copying Station, with volunteers: <ul style="list-style-type: none"> <li>Work with Contributors to copy their items.</li> <li>Document how items were copied and properly store Descriptive Information Forms.</li> </ul> </li> </ul>

	Community Coordinator	Event Coordinator	Collection Coordinator	Welcome Station Captain	Information Station Captain	Copying Station Captain
Event Day: Mid-event			<b>Copying Items</b> <ul style="list-style-type: none"> <li>With Copying Station Captain and Digital Preservation Specialist, conduct a mid-day review and back up of each copying station table.</li> </ul>			<b>Copying Items</b> <ul style="list-style-type: none"> <li>Assist Collection Coordinator in conducting a mid-day review and back up of each copying station table.</li> </ul>
Event Day: After Public Closing	<b>Coordinating Logistics</b> <ul style="list-style-type: none"> <li>Help clean up the event space.</li> </ul>	<b>Coordinating Logistics</b> <ul style="list-style-type: none"> <li>Close the doors to the public.</li> <li>Pack up stations and clean up the event space</li> </ul>	<b>Coordinating Logistics</b> <ul style="list-style-type: none"> <li>Ensure the Digital Preservation Specialist receives materials, including the Event Hard Drive and copies of both forms, from Welcome Station Captain and Copying Station Captain to securely store them for processing at a later date.</li> </ul>	<b>Coordinating Logistics/Obtaining Permissions</b> <ul style="list-style-type: none"> <li>Organize and deliver the Event Registration and Permission Forms to the Digital Preservation Specialist.</li> <li>Pack up Welcome Station.</li> </ul>	<b>Coordinating Logistics/Describing Items</b> <ul style="list-style-type: none"> <li>Pack up the Information Station.</li> </ul>	<b>Coordinating Logistics/Copying Items</b> <ul style="list-style-type: none"> <li>Conduct an end-of-day backup of the copied Items/digital files to a USB external hard drive.</li> <li>Organize and deliver the Descriptive Information Forms to the Digital Preservation Specialist.</li> <li>Pack up the Copying Station.</li> </ul>