

1 day before the event (or several hours before)

Event Coordinator

Coordinating Logistics

- Set up the event space, break room, and outdoor signage.

Event Day: before public opening

Community Coordinator

Coordinating Logistics

- Attend the opening meeting.

Event Coordinator

Coordinating Logistics

- Arrive early to be sure everything is in place.
- Pick up/set up coffee and food for volunteers.
- Greet Volunteers as they arrive and facilitate an Opening meeting.

Collection Coordinator

Copying Items

- Prepare the Copying Station with the Copying Station Caption.
- Attend the Opening Meeting.
- Work with volunteers to practice by copying volunteers' Items.

Welcome Station Captain

Obtaining Permissions

- Prepare the Welcome Station.
- Confirm required supplies and forms are ready to use.
- Attend the Opening Meeting.
- Confirm volunteers know what to do.
- Work with volunteers to practice by registering volunteers.

Information Station Captain

Describing Items

- Prepare the Information Station.
- Confirm required supplies and forms are ready to use.
- Attend the Opening Meeting.
- Confirm volunteers know what to do.
- Work with volunteers to practice by describing volunteers' Items.

Copying Station Captain

Copying Items

- Prepare the Copying Station.
- Confirm required supplies and forms are ready to use.
- Check the computers at each Copying Station table and make sure software is installed and folder structure is done.
- Attend the Opening Meeting.
- Confirm volunteers know what to do.
- Work with volunteers to practice by copying volunteers' Items.

Event Day: public opening

Community Coordinator

Collecting Stories

- Share the theme with Contributors.

Engaging Participants

- Talk to the media at the event.

Coordinating Logistics

- Make sure all Contributors feel welcome at the event.
- Serve as liaison to Community Tables.
- Provide general support.

Event Coordinator

Coordinating Logistics

- Open to the public.

During the event:

- Support Station Captains.
- Troubleshoot problems.
- Answer questions.
- Support the smooth running of the event.

Collection Coordinator

Coordinating Logistics

- Support the Welcome Station, Information Station, and Copying Station Captains and Volunteers.
- 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.

Sharing the Collection

- If you've made a plan for the Collection, let Contributors know about it.

Welcome Station Captain

Obtaining Permissions

- Prepare the Welcome Station.
- Confirm required supplies and forms are ready to use.
- Attend the Opening Meeting.
- Confirm volunteers know what to do.
- Work with volunteers to practice by registering volunteers.

Information Station Captain

Describing Items

- Prepare the Information Station.
- Confirm required supplies and forms are ready to use.
- Attend the Opening Meeting.
- Confirm volunteers know what to do.
- Work with volunteers to practice by describing volunteers' Items.

Copying Station Captain

Copying Items

- Prepare the Copying Station.

- Confirm required supplies and forms are ready to use.
- Check the computers at each Copying Station table and make sure software is installed and folder structure is done.
- Attend the Opening Meeting.
- Confirm volunteers know what to do.
- Work with volunteers to practice by copying volunteers' Items.

Event Day: mid-event

Collection Coordinator

Copying Items

- With Copying Station Captain and Digital Preservation Specialist, conduct a mid-day review and back up of each copying station table.

Copying Station Captain

Copying Items

- Assist Collection Coordinator in conducting a mid-day review and back up of each copying station table.

Event Day: after public closing

Community Coordinator

Coordinating Logistics

- Help clean up the event space.

Event Coordinator

Coordinating Logistics

- Close the doors to the public.
- Pack up stations and clean up the event space

Collection Coordinator

Coordinating Logistics

- 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.

Welcome Station Captain

Coordinating Logistics/Obtaining Permissions

- Organize and deliver the Event Registration and Permission Forms to the Digital Preservation Specialist.
- Pack up Welcome Station.

Information Station Captain

Coordinating Logistics/Describing Items

- Pack up the Information Station.

Copying Station Captain

Coordinating Logistics/Copying Items

- Conduct an end-of-day backup of the copied Items/digital files to a USB external hard drive.
- Organize and deliver the Descriptive Information Forms to the Digital Preservation Specialist.
- Pack up the Copying Station.