SENIOR SYNERGY EXPO

HEALTH & LIFESTYLE FOR BOOMERS, SENIORS & CAREGIVERS

THURSDAY, MAY 7, 2020- 8:30 a.m. to 1:30 p.m.

3400 Burnett-Tandy Drive, Fort Worth, TX 76107

VOLUNTEER REGISTRATION FORM

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Cell: _____

Email: _____

Have you been a volunteer at Senior Synergy before? □ Yes □ No If yes □ 2013 □ 2014 □ 2015 □ 2016 □ 2017 □ 2018 □2019

Age: □ 18-30 □ 31-49 □ 50-64 □ 65+ Check one of the following if you can be an Interpreter: __Spanish __Vietnamese __Signer

Group or Organization you are representing: _____

T-Shirt Size: □ **S** □ **M** □ **L** □ **XL** □ **2XL** □ **3XL** □ **4XL**

Please register @ seniorsynergyexpo.com

Or complete form and mail or fax to:

MAIL to: Kathryn Rotter
Tarrant County
100 E. Weatherford St. Ste. 501
Fort Worth, TX 76196

FAX to: 817-884-2793

EMAIL to: klrotter@tarrantcounty.com

Please select the time period you can work

☐ All Day 7:00 am - 2:00 pm

☐ Morning 7:00 am – 11:30 pm

☐ Mid-Morning 11:00 am – 2:30 pm

Volunteers make our event a success. We need assistance with registration, greeting attendees, workshop facilitators and much more.

Deadline to register: April 27, 2020

****Volunteer training on May 6th @ 5:30 pm @ Will Rogers Memorial Center Exhibit Hall.**

Will you attend the training? □ Yes □ No

If you have any questions please call 817-884-1234

Please make a selection of the volunteer jobs you prefer to work. List in the order of 1, 2 and 3. We will do our best to accommodate your request.

____ Registration Stations

Group Check-In; Walk-In Registration Station; Elected Official Registration Station; Volunteer; Exhibitor; Entertainment Registration/Check-In locations,

Each team will be responsible

- Check in the preregistered attendees.
- Distribute badge holder & explain their lunch ticket
- Issued program point our workshops and explain how the Bingo card works.

____ Greeters

- Welcome our guest
- Give directions
- Answer questions

____ Runners

Need happy smiling faces to

- Check Hydration Stations
- Escort Attendee thru the event
- Assist Stage – *MC*
- Provide Lunch to an Exhibitor who is working their booth alone
- Floor Watch for Spills and/or trash
- Assist Parking Lot attendants
- Fill-in for a volunteer who needs a break
- Assist collecting Lunch Tickets for Exhibitor Lunch Pick Up
- Monitor the Exhibitor/Volunteer Hospitality Suite
- Assist exhibitor who may need trash removed from their booth
- Distribute Water to Exhibitors

____ Event Bag Distribution

- Distribute goodie bags
- Provide information to attendees

____ Workshop Greeters & Monitors

- Workshop session greeters
- Help guest find a seat
- Assist speaker with hand outs
- Distribute door prize tickets
- Distribute Workshop Surveys
- Collection of Workshop Surveys
- Issue Bingo Sticker to our guest after the workshop is completed

____ Senior Synergy Expo Booth

- Assistance Senior Synergy Expo Coordinator
- Collect Group Check In list
- Provide direction/information to our attendees

____ Door Prize Booth

- Assist Attendees at the Door Prize TV Monitors for their winning ticket
- Assistance Booth Coordinator with ticket collection and door prize distribution Crowd Control

____ Exhibitor Check-Out Assistance

- Provide assistance to exhibitor with break down and or load out of materials
- Remind exhibitors to load out their booth items in the back of the exhibit hall (map to be provided)Ask if they turned in their Exhibitor Survey

____ Exit Greeters

- Thank our guest for attending
- Remind our guest we have a shuttle that can take them to their autos
- Direct guest for bus pick-up (Assuming they arrived with a group)

____ Clean Up Support

- Collect signage, easels, plants etc.
- *These items will need to be taken to a designated area to be package.*