

<b>Roles</b>	<b>Special Skills</b>
<b>Pre Event (1-2 Weeks Prior to Event)</b>	
Assembling Packets and Documents	4 to 6
Gift Bag Stuffers	6
Load and Unload Supplies to PS 89 (Day Before 11.15)	3
Truck Driver (11.15 and 11.16)	
<b>Event: Set-Up</b>	
Morning program audio/visual	Must Be AV Expert Volunteer
Morning program seating	Setup Auditorium for Morning Program (May Include Some Lifting)
Translation Equipment Assistants	Assist with providing headphones to relative participants and on boarding of translators
Breakout session Set Up	Assist with Breakout Session Set up (Might Be Combined with Breakout Assistant Role)
<b>Event: Registration (Must be Able to Speak in Bengali or Spanish)</b>	
Registration and Information Table	Registration of Participants
Ushers	Directing participants
<b>Event: Morning Program</b>	
Ushers	
Breakout session guides	Lead Attendees to the Breakout Sessions
<b>Event: Breakout Sessions</b>	
Note takers	Take Notes during Breakout Session and Possibly Provide Report Back During Closing Program PAST NOTE TAKING EXPERIENCE IDEAL.
Translators	1 Bengali Translator for each Breakout Sessions (Spanish translation already covered)
Assistants	To Provide Support During Breakout Sessions to Facilitators and Attendees
Hallway runners	Messengers
Child Care Support	Assist with Activities for Children. Past Childcare Experience Ideal
Floor Captains	Oversight of Key Areas
<b>Event: Closing Program</b>	
Ushers	
Closing program audio/visual	Must Be AV Expert Volunteer
Closing program seating	Rearranging Seats and Possible Clean Up
Break Out Session Set Down and Clean Up	Ensure that we leave the PS 89 in an impeccable state!
<b>Event: General/MISC</b>	
Photographer	Must Have Past Experience
Lunch Team	Deliver Meals During Lunch
Breakfast Team	Assist with Breakfast Set Up