

# Checklist for Outreach Booth

Event Name	Location	Dates/Times

## Event Contact Information

Name	Phone#	Date	Notes

## Event Details and checklist

Send out volunteer flyer?	<input type="checkbox"/>	<b>Table Items:</b> Literature Rack Pamphlets Outreach Packets Books (if selling) Money box Ledger/Change Local meeting lists Business cards if applicable Business card drop box Give-aways (pens, keychains, etc) Pens and scratch paper	<input type="checkbox"/>
Located inside or outside?	<input type="checkbox"/>		<input type="checkbox"/>
Canopy needed?	<input type="checkbox"/>		<input type="checkbox"/>
Is there a signage area?	<input type="checkbox"/>		<input type="checkbox"/>
Do we have: Banners?	<input type="checkbox"/>		<input type="checkbox"/>
Steps?	<input type="checkbox"/>		<input type="checkbox"/>
Traditions?	<input type="checkbox"/>		<input type="checkbox"/>
Outreach poster?	<input type="checkbox"/>		<input type="checkbox"/>
Tables & chairs provided?	<input type="checkbox"/>		<input type="checkbox"/>
How many tables needed?	<input type="checkbox"/>		<input type="checkbox"/>
How many chairs needed?	<input type="checkbox"/>		<input type="checkbox"/>
Table covers provided?	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

## Day of Event

Arrive early for set-up - Arrival time:

Have schedule on the table with the names and phones numbers of volunteers.

At each shift change, pass along any pertinent information and any money collected.

😊😊😊😊😊 Remember to Smile 😊😊😊😊😊

- ◆ Our goal is to spread awareness of the Nar-Anon program, letting people know help is available to the families and friends of addicts.
- ◆ Demonstrate compassion. Empathy allows others to identify with us. Our actions and interactions have the ability to attract potential members.
- ◆ Have local contact information available for those who may be in crisis.
- ◆ Encourage questions. If you don't know the answer, ask them to leave a phone # for response.

# Outreach Booth Volunteer Schedule

Call all volunteers the day before the event with a reminder of their times.

It is suggested two people man the booth at all times. If only one is available, breaks should be scheduled.

## Volunteers

Name	Phone#	Name	Phone#

	Day 1	Day 2	Day 3	Day 4	Day 5
Times/Days					
Close-out					

Enter the times of shifts in the left column and volunteer names in appropriate boxes for each time and day.

The *Close-out* person is the one responsible for materials and money at day's end.