



### 2019 WE Local Volunteer Schedule

WE Local is excited to share the volunteer schedule and shifts for the 2019 WE Local Conferences. Please note, the shifts may be subject to change.

#### Local Conductor

Welcome and check-in attendees as a Local Conductor! In this interactive role, Conductors assist attendees by providing conference materials, troubleshooting registration questions/errors all the while ensuring lines are moving smoothly.

Friday			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
7:00 a.m.	8:30 a.m.	1.5 hours	5
8:30 a.m.	10:00 a.m.	1.5 hours	2
10:00 a.m.	11:45 a.m.	1.75 hours	5
11:45 a.m.	1:00 p.m.	1.25 hours	5
1:00 p.m.	2:00 p.m.	1 hour	2
2:00 p.m.	3:15 p.m.	1.25 hours	5
3:15 p.m.	5:00 p.m.	1.25 hours	5
5:00 p.m.	6:00 p.m.	1 hour	5
Saturday			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
7:30 a.m.	9:00 a.m.	1.5 hours	5
9:00 a.m.	10:30 a.m.	1.5 hours	5
10:30 a.m.	12:00 p.m.	1.5 hours	5
5:30 p.m.	6:15 p.m.	45 minutes	3
			<b>52 Total Volunteers</b>

#### Local Navigator

Point attendees to where they want to go! Navigators assist attendees and partners with informational and directional questions from restroom to breakout session locations. Navigators also check badges for special events.

Friday			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
7:00 a.m.	9:00 a.m.	2 hours	5
9:45 a.m.	10:00 a.m.	15 minutes	3
10:45 a.m.	11:00 a.m.	15 minutes	3
11:45 a.m.	12:00 p.m.	15 minutes	3
12:45 p.m.	1:15 p.m.	30 minutes	5
4:45 p.m.	5:15 p.m.	30 minutes	5
Saturday			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
7:30 a.m.	9:00 a.m.	1.5 hours	5
9:00 a.m.	10:30 a.m.	1.5 hours	3
10:30 a.m.	12:00 p.m.	1.5 hours	3
12:00 p.m.	1:30 p.m.	1.5 hours	2 (Career Fair)
12:45 p.m.	1:15 p.m.	30 minutes	4 (Local Power Hour)
			<b>41 Total Volunteers</b>



### Local Connector

Connect the bridge between the Speaker, attendees and Headquarters! In this highly accountable role, Connectors report any audiovisual or room logistic questions to onsite Headquarters staff. In addition, the Connector ensures sessions begin and end on time; take attendee headcount and encourage attendees to complete the online session survey.

Friday			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
9:50 a.m.	10:50 a.m.	1 hour	5
10:50 a.m.	11:50 a.m.	1 hour	4
11:50 a.m.	12:50 a.m.	1 hour	4
2:05 p.m.	3:05 p.m.	1 hour	5
3:05 p.m.	4:35 p.m.	1 hour	2
Saturday			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
8:50 a.m.	9:50 a.m.	1 hour	5
9:50 a.m.	10:50 a.m.	1 hour	5
10:50 a.m.	11:50 a.m.	1 hour	5
11:50 a.m.	12:50 p.m.	1 hour	5
2:20 p.m.	3:35 p.m.	1 hour	4
3:35 p.m.	4:45 p.m.	1 hour	5
4:35 p.m.	5:35 p.m.	1 hour	5
			<b>54 Total Volunteers</b>

### Local Eventor

Assist with bringing the conference to life in one of the following special events:

Thursday: Setup – Unveil the WE Local Magic for Attendees			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
2:00 p.m.	4:00 p.m.	2 hours	2-4
4:00 p.m.	6:00 p.m.	2 hours	2-4
6:00 p.m.	7:30 p.m.	2 hours	2-4
Friday: WE Local Celebration – Bring the Local Spirit to WE Local			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
4:00 p.m.	5:00 p.m.	1 hour	4 (Setup)
7:00 p.m.	8:00 p.m.	1 hour	4 (Tear down)
Friday: Tours – Take Local to the Roads			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
9:45 a.m.	1:00 p.m.	3.25 hours	1
2:00 p.m.	5:00 p.m.	3 hours	1
Saturday: WE Achieve Awards Ceremony – Honor the Stars			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
4:30 p.m.	5:15 p.m.	45 minutes	4 (Setup)
8:00 p.m.	9:00 p.m.	1 hour	4 (Tear down)
Sunday: Tear Down – Wrap Up WE Local			
START TIME	END TIME	LENGTH	VOLUNTEERS NEEDED
8:30 a.m.	10:30 a.m.	2 hours	4
10:30 a.m.	12:30 p.m.	2 hours	4
			<b>38 Total Volunteers</b>