



Role: Greeter

As the greeter, you welcome and check-in attendees as well as provide them with their event badge*. In this interactive role, Greeters engage with all attendees by assisting them with answering conference questions while also ensuring lines move smoothly.

1. Grab a purple lei and put it around your neck

- The purple lei is your volunteer identifier
- Please return the lei at the end of your shift

2. Checking in WE Local Attendees

- Ask the attendee for their first and last name
- Grab the badge with their name on it – all badges are set by last name
- Verify the name on the badge with the attendee’s identification card and hand them the badge
- Show the attendee where they can locate a lanyard for use

If you are unsure how to answer a question, please ask the Volunteer Coordinator or HQ Staff for assistance.

3. Familiarize yourself with the Following Information for FAQ*

- Registration Badge coloring**
 - Teal:** Premier (Attendees have access to all meals, breakout sessions, WE Local Celebration and Career Fair)
 - Purple:** Career Fair Only (Attendees only have access to the Career Fair, and no access to meals, breakout sessions or special events)



Familiarize yourself with the Following Information for FAQ, continued

- Orange:** Speaker Only (Attendees only have access to their session they are speaking at with no access to meals, breakout sessions, WE Local Celebration and/or Career Fair)

- WE Achieve Awards Ceremony | Friday Evening Event**
 - This is a pre-paid admission item; there is no available on-site registration for the Awards dinner
 - More details to come!

- Agenda**
 - WE Local is a green conference. Therefore, WE Local does not provide any printed agendas. Please ask attendees to use the “SWE Events” mobile app for all breakout session information
 - Each room will have a copy of the agenda with the rooms on each door

- Mother’s Room**
 - WE Local is proud to offer a nursing mother’s lounge to all WE Local attendees. To locate the Mother’s Room head to the WE Local Volunteer desk where Mother’s will be given a key and directions to the Mother’s Room. There will also be a sign to guide you. The room is equipped with comfortable furniture and a private area for nursing mothers (no more than two at a time) with power outlets available.



Familiarize yourself with the Following Information for FAQ, continued

On-site Registration

- Attendees who wish to register on-site for the career fair, may do so
 - direct them to the Help Table where an HQ team member will be prepared to take payment and create a badge for the Attendee
- There is no on-site registration available for Premier Registration

Locations

The WE Local Mobile App has a map for attendees to utilize while on-site. WE Local also has the map on display in the registration area.

4. Do you have extra time? Here some ideas! *

- Wipe down badges with cleaning wipes
- Stack badges in piles of 25 and wrap a rubber band around it
- Start condensing badges, however, do not throw away badges – we need them!

***Note:** Tasks are subject to change in result of the global pandemic.