

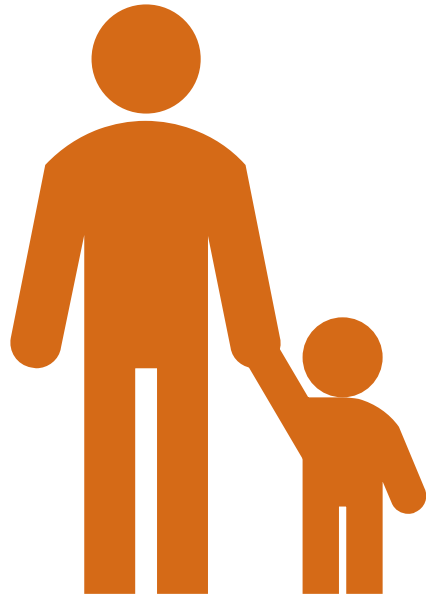


LOUDOUN CHILDREN'S BUSINESS FAIR

2024 FAIR – Volunteer Orientation

Sep 05th, 2024

THANK YOU FOR JOINING US



Session is Recorded



Slides will be shared

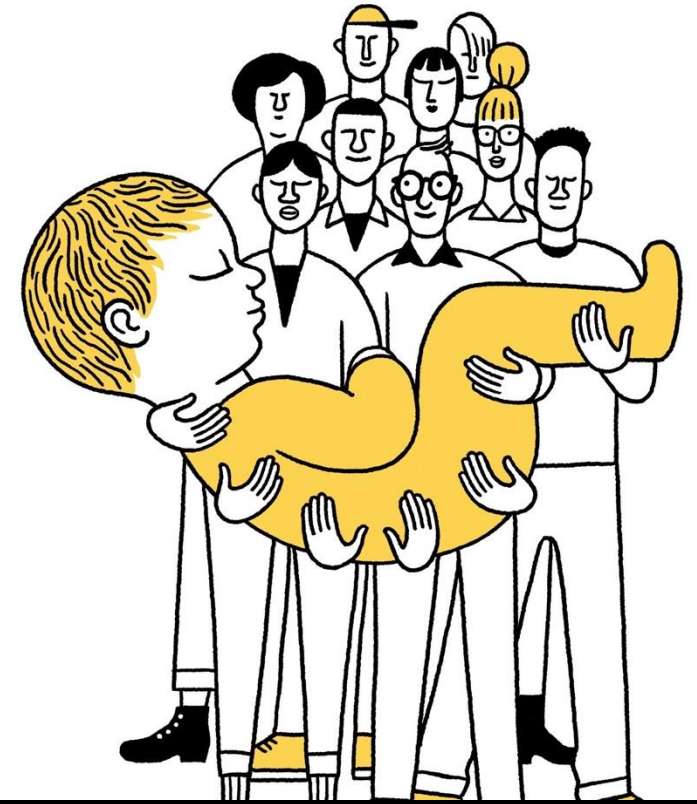


Please stay muted



Use chat for questions

100+
VOLUNTEER
SIGNUPS



IT REALLY TAKES A VILLAGE

FAIR DETAILS!



PLACE:

**Dulles Town Center,
21100 Dulles Town Cir,
Dulles, VA 20166**



DATE:

Sept 7th, 2024



FAIR 1 TIMING:

11 AM to 2 PM

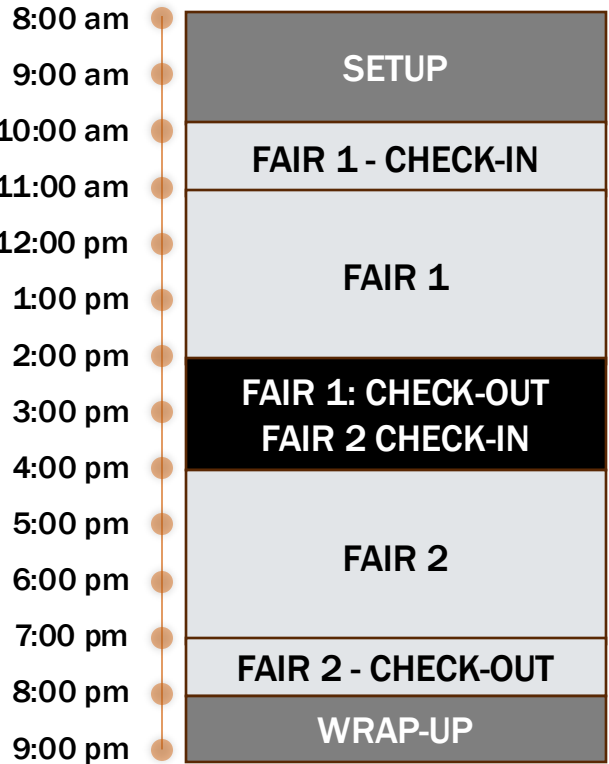


FAIR 2 TIMING:

4 PM to 7 PM

TIMELINE

2 Fairs | 4 Teams



 **Team Monty**

 **Team Bhavin**

 **Team Raj**

 **Team Shirali**



WEAR BLACK TSHIRT



ARRIVE 15 MIN PRIOR REPORTING TIME

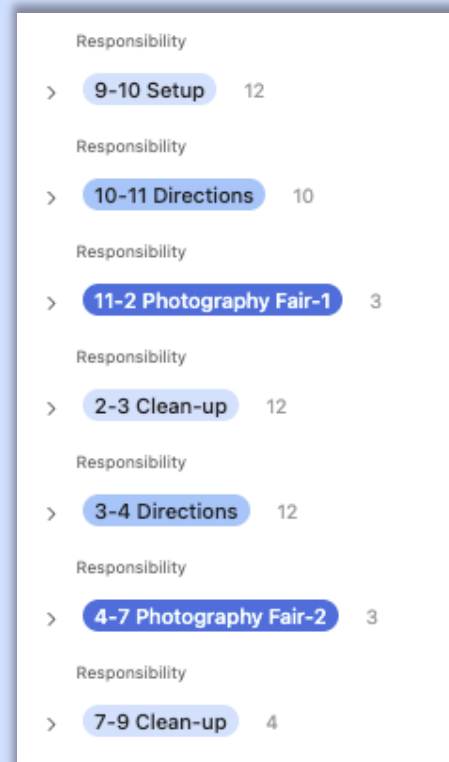
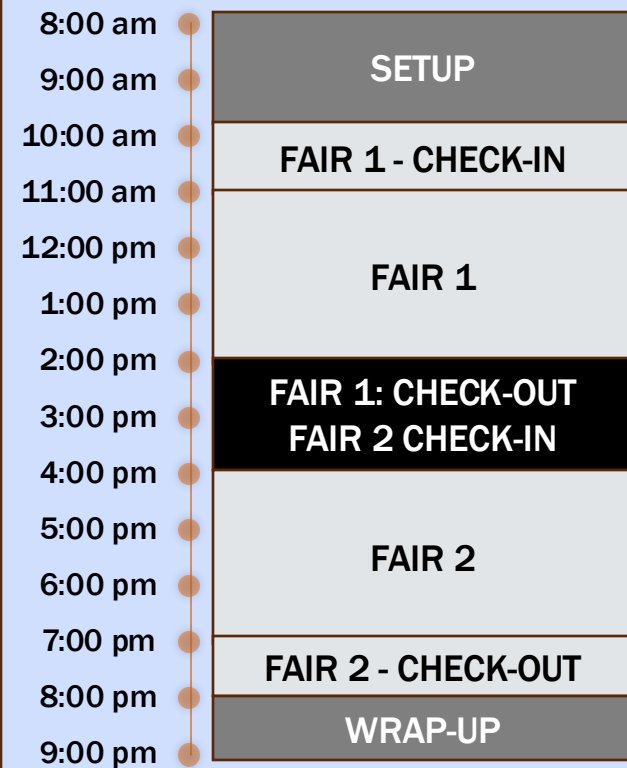


REPORT TO ADMIN DESK
AND COLLECT LANYARDS

Expect an email with your team assignment.

TEAM ASSIGNMENTS

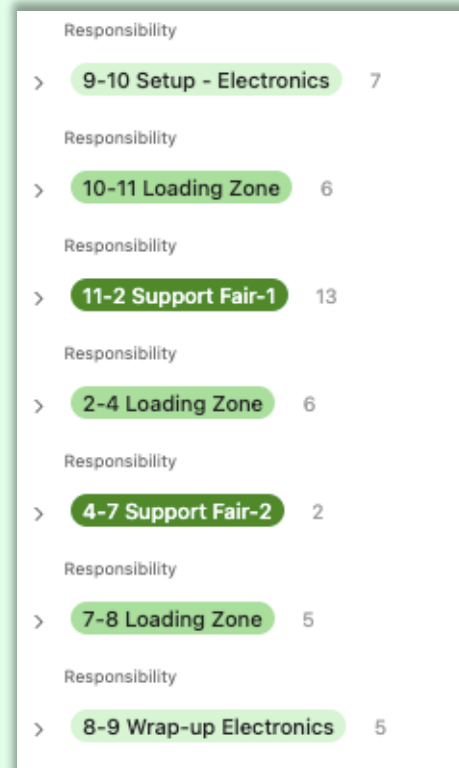
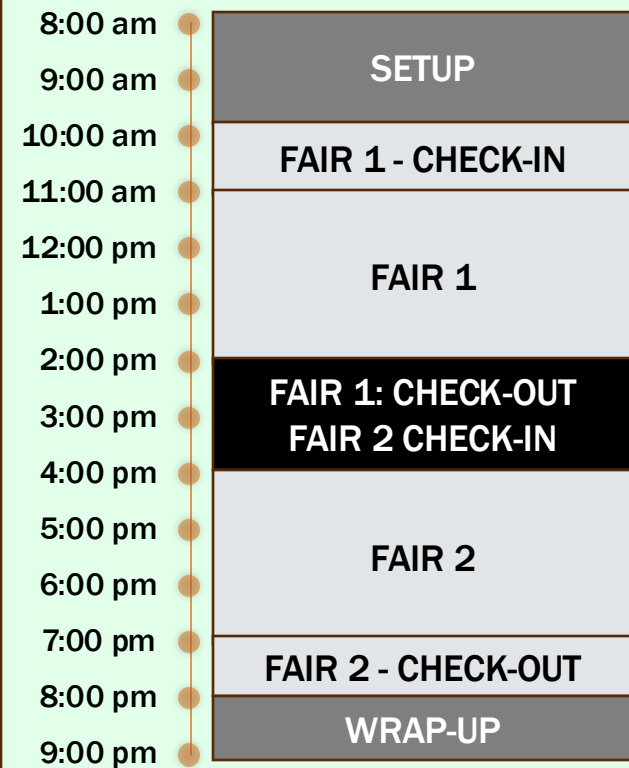
Team Monty



- Tables, Sections and Fair Infrastructure Setup
- Directions/Guidance to the businesses
- Take Business Booth Photos
- Clean-up/Wrap-up

TEAM ASSIGNMENTS

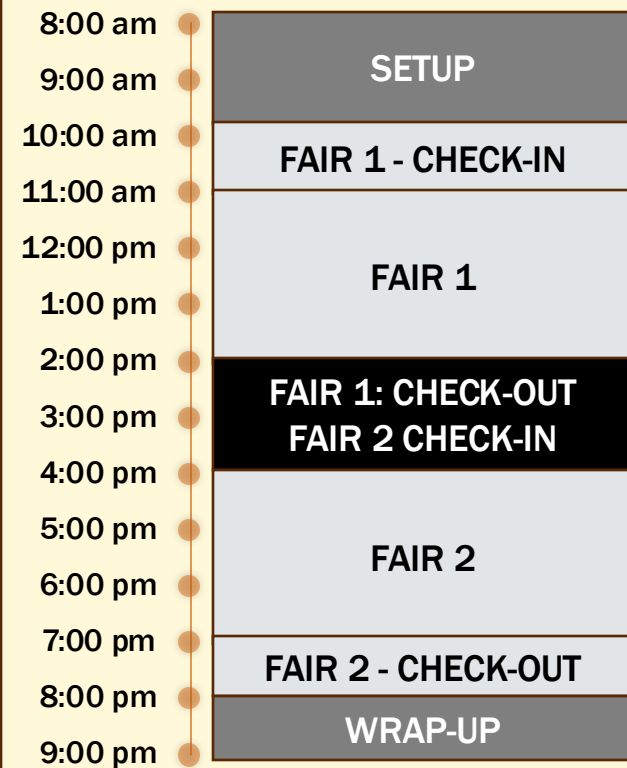
Team Bhavin



- Electronics/Electrical Setup/Wrap-up
- Help at the Loading Zones
- Manage Public/Crowd through fair
- Provide Support to Businesses in need

TEAM ASSIGNMENTS

Team Raj



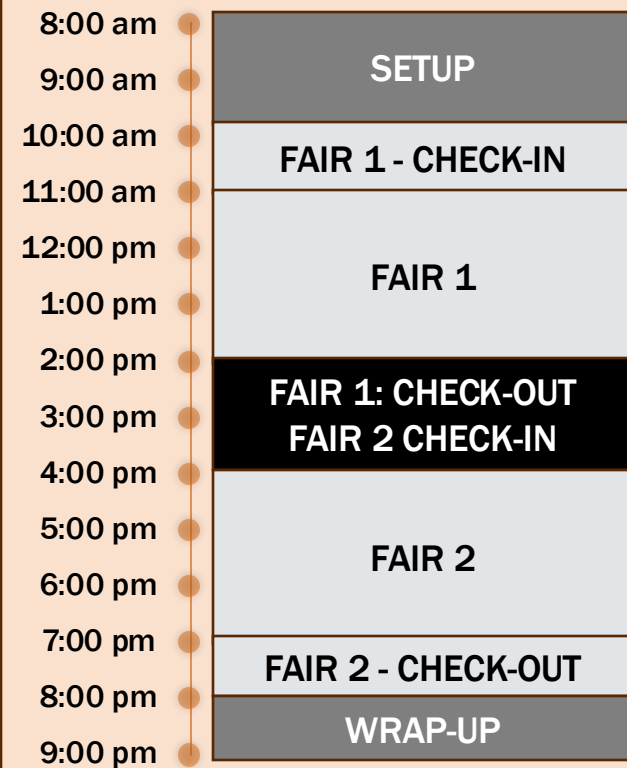
Responsibility	Count
> 9-10 Interview Plan & Setup	4
Responsibility	
> 10-11 Entry Interviews	4
Responsibility	
> 11-2 Fair-1 Interviews	4
Responsibility	
> 2-3 Exit Interviews	4
Responsibility	
> 3-4 Entry Interviews	4
Responsibility	
> 4-7 Fair-2 Interviews	4
Responsibility	
> 7-8 Exit Interviews	4
Responsibility	
> 8-9 Interview Consolidation & Debrief	4

- Conduct Fair Interviews – Businesses
- Conduct Fair Interviews – Public
- Escort Judges through booths

Responsibility	Count
> 10-11 Prep Judges	2
Responsibility	
> 11-2 Judge Field Support	4
Responsibility	
> 3-4 Prep Judges	2
Responsibility	
> 4-7 Judge Field Support	2

TEAM ASSIGNMENTS

Team Shirali



Responsibility	Count
> 9-11 Admin Desk - Fair-1 Setup & Check-in	9
Responsibility	
> 11-2 Admin Desk - Fair-1 Certs + Support	10
Responsibility	
> 2-3 Admin Desk - Fair-1 Check-out	4
Responsibility	
> 3-4 Admin Desk - Fair-2 Check-in	4
Responsibility	
> 4-7 Admin Desk - Fair-2 Certs + Support	4
Responsibility	
> 7-8 Admin Desk - Fair-2 Check-out	3
Responsibility	
> 8-9 Admin Desk Wrap-up	3

Responsibility	Count
> 11-2 Raffle Kiosk	8
Responsibility	
> 4-7 Raffle Kiosk	3
Responsibility	
> 11-4 Raffle Table	2
Responsibility	
> 4-7 Raffle Table	2
Responsibility	
> 11-2 Sponsor Desk	2
Responsibility	
> 4-7 Sponsor Desk	2
Responsibility	
> Full-day Volunteer Desk	2

- Check-ins/outs
- Certificates
- Raffle
- Sponsor Desk
- Volunteer Desk
- General Admin

NEXT STEPS

Expect an email from us with your assigned Team and Tasks

Example:

You've been assigned to **Team Shirali**

Your tasks: **7-8 Admin Desk - Fair-2 Check-out**

8-9 Admin Desk Wrap-up

 Timing

HELPING HANDS

*Thank you to all our
volunteers!*

Come

- Come with a sense of community
- Be collaborative, be patient

Help

- Assist all kids if they need a hand
- Help the staff to maintain order

Buy

- Encourage the Little CEOs by buying their products!



**LET'S MAKE THE WORLD
BETTER TOGETHER!**