

Student Volunteers: There will be over 25 different workshops and presentations for students to choose from on Friday, May 5th, taking the place of classes. We will have at least one guest presenter for each workshop and we need 'hosts' for them! You will receive a t-shirt to help people identify you as helpers.

- Choose a workshop to 'host'. There will also be a teacher in the room.
- Prior to event, please email guest presenter and introduce yourself and ask if there are any items they need in the room (projector, etc). Tell them you will meet them in the front lobby of the school and ask what time they will be arriving.
- On May 5th, be in the lobby to greet your guest at the agreed time. Escort them to their room and remain with them during the workshop. Some continue all day, and some are just for one or two time blocks.
- During the sessions, please use your phone to take interesting photos that could be used for sharing information about the event - close ups, group shots, get creative! At the end of the session, just email the photos to skoller@anesu.org or I can try to set up a shared folder if that is easier for you.
- At the end of the sessions, please ask students who participated in the session to write down a sentence answering one of the following questions:

"What did you like about this workshop?"

"Why is a Safety Fair like this valuable?"

"How could we improve this event in the future?"

Not everyone will be willing, but do your best to get some quotes. These will be used to help us with future events and also to help other schools develop similar events.

- At lunch time, show the guest to the cafeteria to get a lunch OR to the gym if they are staffing an information table.
- At the end of the workshops in your space, thank the presenter and help them pack up their things and help them find the lobby to exit.