

# nema2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

**VOLUNTEER SIGN-UP**

**WEDNESDAY**

**JUNE 12**

**Bag Stuffing**

4:00PM – 8:00PM

|     | <b>Print Name</b> | <b>Agency/Company</b> | <b>Phone #</b> |
|-----|-------------------|-----------------------|----------------|
| 1.  |                   |                       |                |
| 3.  |                   |                       |                |
| 4.  |                   |                       |                |
| 5.  |                   |                       |                |
| 6.  |                   |                       |                |
| 7.  |                   |                       |                |
| 8.  |                   |                       |                |
| 9.  |                   |                       |                |
| 10. |                   |                       |                |
| 11. |                   |                       |                |
| 12. |                   |                       |                |
| 13. |                   |                       |                |
| 14. |                   |                       |                |
| 15. |                   |                       |                |
| 16. |                   |                       |                |
| 17. |                   |                       |                |
| 18. |                   |                       |                |
| 19. |                   |                       |                |
| 20. |                   |                       |                |
| 21. |                   |                       |                |
| 22. |                   |                       |                |
| 23. |                   |                       |                |
| 24. |                   |                       |                |
| 25. |                   |                       |                |

# nena2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

VOLUNTEER SIGN-UP

**THURSDAY JUNE 13**

## **NENA Store & Registration**

Duties: Assist with unboxing NENA store items and stocking shelves with apparel and novelties. Help stock registration counters.

10:00PM – 3:00PM

|    | <b>Print Name</b> | <b>Agency/Company</b> | <b>Phone #</b> |
|----|-------------------|-----------------------|----------------|
| 1. |                   |                       |                |
| 2. |                   |                       |                |
| 3. |                   |                       |                |
| 4. |                   |                       |                |
| 5. |                   |                       |                |
| 6. |                   |                       |                |

## **Registration: Exhibitor Check-In**

Duties: Assist with helping exhibitor-only badge printing, distribute wristbands for booth set-up.

|    | <b>Print Name</b> | <b>Agency/Company</b> | <b>Phone #</b> |
|----|-------------------|-----------------------|----------------|
| 1. |                   |                       |                |
| 2. |                   |                       |                |

# nENA2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### FRIDAY JUNE 14

#### Registration

Duties: Greet registrants, assist with badge printing, assist with onsite registration, distribute registration materials (bags, buttons, pins, etc.), general assistance.

7:30AM – 11:30AM

|  | Print Name | Agency/Company | Phone # |
|--|------------|----------------|---------|
| 1.                                       |            |                |         |
| 2.                                       |            |                |         |
| 3.                                       |            |                |         |
| 4.                                       |            |                |         |
| Distribute Attendee Bags from NENA Store |            |                |         |
| 5.                                       |            |                |         |
| 6.                                       |            |                |         |

11:30AM – 3:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

3:30PM – 4:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

# nema2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### FRIDAY JUNE 14

#### Expo Hall

Duties: Report to Anna Marie Batt, assist with booth sales appointments.

8:00AM – 12:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

12:00PM – 4:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

# NEPA 2019

## ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

**VOLUNTEER SIGN-UP**

**SATURDAY JUNE 15**

### Registration

Duties: Greet registrants, assist with badge printing, assist with onsite registration, distribute registration materials (bags, buttons, pins, etc.), general assistance.

7:30AM – 11:30AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

11:30AM – 3:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

3:30PM – 6:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

# NEMA 2019

## ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

VOLUNTEER SIGN-UP

### SATURDAY JUNE 15

#### Expo Hall

Duties: Report to Anna Marie Batt, assist with booth sales appointments.

8:00AM – 12:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |

12:00PM – 4:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |

#### Additional

##### PSAP Tours

Duties: Escort group to PSAP, take counts (volunteer will ride the bus with the group to make sure bus leaves and returns with the right number of people).

1:00PM – 4:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

##### Membership Meeting & Kick-Off Celebration

Duties: **Membership Meeting** - Scan badges at door, distribute attendee gifts, assist attendees with seating, direct attendees to proper seating section (voting or non-voting). **Kick-Off Celebration**: Scan badges

5:45PM – 6:30PM; 6:45PM - 7:45PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

# nema2019

## ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

### VOLUNTEER SIGN-UP

## SUNDAY JUNE 16

### Registration

Duties: Greet registrants, assist with badge printing, assist with onsite registration; distribute registration materials (bags, buttons, pins, etc.), general assistance.

6:30AM – 10:30AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

10:30AM – 2:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

2:30PM – 5:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

# nema2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### SUNDAY JUNE 16

#### Educational Sessions

Duties: Placement of signs at each meeting room (at least 1 hour prior to session), scan attendee badges, removal of signs at end of day

#### 2:10PM – 2:40PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

#### 3:40PM – 4:10PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |
| 7. |            |                |         |

#### Excellence in 9-1-1 Reception

Duties: Scan and check badges for validation

#### 5:30PM – 6:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |



# nENA2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### SUNDAY JUNE 16

#### Expo Hall

Duties: Report to Anna Marie Batt, walk the hall, general assistance, NENA Booth

9:00AM – 11:00AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

11:00AM – 2:00PM Exhibitor Gifts

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

2:00PM – 4:00PM Client Meetings

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

# nema2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### SUNDAY JUNE 16

#### Additional

#### Regional Breakfast

Duties: Scan and check badges for validation

7:30AM – 8:15AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

#### Opening Keynote Session

Duties: scan and check badges for validation, assist attendees with locating seats

8:30AM – 9:30AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

#### PSAP Tours

Duties: Escort group to PSAP, take counts (volunteer will ride the bus with the group to make sure bus leaves and returns with the right number of people)

2:00PM – 5:30PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

# nema2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

VOLUNTEER SIGN-UP

**MONDAY JUNE 17**

## Registration

Duties: Greet registrants, assist with badge printing, assist with onsite registration, distribute registration materials (bags buttons, pins, etc.), general assistance.

7:00AM – 11:00AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |

11:00AM – 3:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

3:00PM – 5:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

# nema2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

**VOLUNTEER SIGN-UP**

**MONDAY JUNE 17**

## **Educational Sessions**

Duties: Placement of signs at each meeting room (at least 1 hour prior to session), removal of signs at end of day, scan attendee badges

1:10PM – 1:40PM; 3:40PM – 4:10PM

|     | <b>Print Name</b> | <b>Agency/Company</b> | <b>Phone #</b> |
|-----|-------------------|-----------------------|----------------|
| 1.  |                   |                       |                |
| 2.  |                   |                       |                |
| 3.  |                   |                       |                |
| 4.  |                   |                       |                |
| 5.  |                   |                       |                |
| 6.  |                   |                       |                |
| 7.  |                   |                       |                |
| 8.  |                   |                       |                |
| 9.  |                   |                       |                |
| 10. |                   |                       |                |
| 11. |                   |                       |                |
| 12. |                   |                       |                |
| 13. |                   |                       |                |

# NEHA 2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

VOLUNTEER SIGN-UP

**MONDAY JUNE 17**

## Additional

### Keynote Session

Duties: scan and check badges for validation, assist attendees with locating seats

7:30AM – 8:30AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

## Expo Hall

Duties: Report to Anna Marie Batt, walk the hall, general assistance

8:30AM – 9:30AM Expo Hall Assistance/Coffee & Donuts

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

2:00PM – 4:00PM Prize-a-Palooza

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

# nENA2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### TUESDAY JUNE 18

#### Registration

Duties: Greet registrants, assist with badge printing, assist with onsite registration, distribute registration materials (bags, buttons, pins, etc.), general assistance.

7:30AM – 11:30AM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |

11:30AM – 2:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |

#### Registration & Store Pack-Up

Duties: Assist with packing up leftover conference materials at registration desks and NENA Store

2:00PM – 5:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |
| 5. |            |                |         |
| 6. |            |                |         |
| 7. |            |                |         |
| 8. |            |                |         |

# nema2019

## ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

**VOLUNTEER SIGN-UP**

### TUESDAY JUNE 18

#### Educational Sessions

Duties: Report to Chris Carver, placement of signs at each meeting room (at least 1 hour prior to session), removal of signs at end of day, greet session presenter, scan attendee badges

**8:30AM – 8:50AM; 9:50AM – 10:05AM; 10:55AM – 11:25AM; 2:40PM – 3:10PM**

|     | Print Name | Agency/Company | Phone # |
|-----|------------|----------------|---------|
| 1.  |            |                |         |
| 2.  |            |                |         |
| 3.  |            |                |         |
| 4.  |            |                |         |
| 5.  |            |                |         |
| 6.  |            |                |         |
| 7.  |            |                |         |
| 8.  |            |                |         |
| 9.  |            |                |         |
| 10. |            |                |         |
| 11. |            |                |         |
| 12. |            |                |         |
| 13. |            |                |         |

# nENA2019 ORLANDO

CONFERENCE & EXPO \* JUNE 14-19

## VOLUNTEER SIGN-UP

### TUESDAY JUNE 18

#### Additional

##### PSAP Tours

Duties: Escort group to PSAP, take counts (volunteer will ride the bus with the group to make sure bus leaves and returns with the right number of people).

8:30AM – 12:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |

##### Board Installation Lunch and Keynote Session

Duties: scan badges, assist attendees with locating seats according to interest

12:00PM – 1:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |

##### NENA 2019 Closing Celebration

Duties: Scan badges

5:00PM – 6:00PM

|    | Print Name | Agency/Company | Phone # |
|----|------------|----------------|---------|
| 1. |            |                |         |
| 2. |            |                |         |
| 3. |            |                |         |
| 4. |            |                |         |