



Outreach Event Process

Prep before the event:

- Register on the volunteer portal for the event. All logistics will be listed there.
- You will receive a reminder email. If you cannot attend, please notify the Volunteer Programs Team as soon as possible
- You will be provided with the Habitat staff member's phone number in case you have trouble finding the event or table location
- Attire: If you have Habitat branded apparel and nametag, wear them to the event
 - Casual attire without rips, stains, not revealing, etc.
 - Dress for the elements if it is an outdoor event
- Accommodation: for example, a chair for seating; make sure to let the Volunteer Programs Team know ahead of time
- *Recommended: bring a water bottle. Lots of talking can make you thirsty!*

Arrival:

- Parking may take time, so please allow for additional travel time to arrive on-time.
- If you do not have a nametag, write one at the table
- Assist with any set-up that may still need to happen
 - If a pop-up tent is used, this is typically at least a two-person task
 - Organize the table with fliers, decorations, & giveaway items

During the event:

- Take breaks as needed. You are welcome to walk around the event to visit other booths. Feel free to eat snacks as needed, too. **Make sure there is always one person at the table**
- Utilize resource sheets as needed during the event
- If outdoors, use tiles and other weighted materials to keep the papers from flying away

Post-event:

- Assist with cleaning up the tabling area (again, the tent will need two people)
- Work with Habitat staff to complete post-event evaluation form
 - This form helps us decide if we should attend the event again next year
 - It is also good to know an estimate of our community reach