

FSARN Conference Activity/Task Suggestions for Scholarship Applicants

Pre-Conference Activities/Tasks

- Solicit and secure vendors/sponsors
- Write articles for the newsletter updating the membership of the upcoming conference
- Solicit items for silent auction, raffle, etc
- Assist with printing tasks if appropriate/needed
- Assist with putting together, proof reading brochure
- Assisting with creating name tags
- Offering assistance to the Conference Chairs as needed/requested:
 - Program Chair
 - Brochure/Mailing/Communication Chair
 - Vendor/Sponsor Chair
 - Finance Chair

On-site Conference Activities/Tasks

- Preparing for early registration- setting up tables, etc
- Stuffing bags/Name tags
- Registration table for two hour time slots
- Timing of speakers
- Introducing speakers
- Assisting where needed, being a resource, etc
- Helping with breaks and being a runner for those at the registration desk
- Collecting evaluations after each day
- Handing out certificates after each day
- Ensuring vendor needs are taken care of
- Balloons if having
- Help with signage if needed

Post-Conference Activities/Tasks

- Tallying the participant evaluation forms and summarizing comments and suggestions
- Thank you notes to the speakers
- Thank you notes to the vendors