

# Volunteer Sign-Ups

## Madison Nonprofit Day Conference

Monona Terrace & Convention Center  
1 John Nolen Drive  
Madison, Wisconsin 53703

Please enter the hours you can cover and your name next to the tasks that you are interested in. If you select the same time for more than one tasks, we will assuming either task is acceptable for you. If you select different times for different tasks, we will assume you want multiple shifts.

Set-Up Helpers • 7AM - 9AM (Full Shift Required)
7AM-9AM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a> (sample data)

Registration / Check-In • 7AM - 2PM ( 2 • 1hr Shifts, a Smart Phone Required for Check-In )
9AM-10AM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a> , iPhone, Check-In
11AM-12PM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a> , Registration (No Device)

Conference check-in will be done electronically using a mobile device. EventBrite has a check-in application for both iPhone and Android users. Instructions on how to login will be provided the day of.

Information Table Staff • 8AM - 5PM ( 1 • 2hr Shift Required )
8AM-10AM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a> (willing to review all event details)

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Host - Workshop Rooms • 8AM - 6PM ( 2 • 1hr shifts, select workshops you are interested in )
1PM-2PM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a> (Better Board Meetings)

Room Hosts will greet attendees, help presenter set-up, run errands for presenter, etc. Remind people to complete evaluations, introduce speaker if requested. You can attend the workshop, if they wish.

Host - Networking • 9AM - 5PM ( 2 • 1hr shifts, plus 15-20 minute training at 8:30am )
9AM-10AM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a> (talking about your org is fine)

Networking Hosts are friendly and outgoing, will introduce themselves to people, and introduce those people to others. The 15min training will provide familiarity with conference layout, so basic questions can be answered.

Host - Announcer • 8AM - 4PM ( 2 • 1hr shifts, announces room changes, alternative sessions, etc.)
7AM-9AM - Alnisa Allgood, (608) 241.3616, <a href="mailto:allgood2@gmail.com">allgood2@gmail.com</a>

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### Data Entry / Computer Helper • 8AM - 2PM ( 1 • 2hr shifts, release presentation, update websites)

9AM-11AM - Alnisa Allgood, (608) 241.3616, [allgood2@gmail.com](mailto:allgood2@gmail.com), Mac OS / Windows

Some presenters will provide access to files before or after their workshops has completed. Our website needs to make those files available immediately, add references, etc.

### Exhibit Volunteer • 8AM - 4PM ( 1 • 2hr shift, sit at #MND2013, sponsored exhibits )

9AM-11AM - Alnisa Allgood, (608) 241.3616, [allgood2@gmail.com](mailto:allgood2@gmail.com)

You'll volunteer at one of the exhibits compiled by the host, Madison Nonprofit Day. Basically, answer questions, guard materials. One display is full of nonprofit books, from a private collection.

### Photos / Video • 8AM - 6PM ( 2 • 1hr shifts, take photos or video )

8AM-9AM - Alnisa Allgood, (608) 241.3616, [allgood2@gmail.com](mailto:allgood2@gmail.com)

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### Gophers • 8AM - 6PM ( 1 • 2hr shifts, willing to be assigned to do anything )

9AM-11AM - Alnisa Allgood, (608) 241.3616, [allgood2@gmail.com](mailto:allgood2@gmail.com)

Run errands, troubleshoot, take over a shift from someone, basically an all around pinch hitter for the day, in 2hr shifts.

### Photo Walk Leader • 12PM - 6PM ( 1 • 2hr shift )

3PM-5PM - Alnisa Allgood, (608) 241.3616, [allgood2@gmail.com](mailto:allgood2@gmail.com)

Someone either knowledgeable about photography or the Madison Downtown area to act as guide to take people on a fresh air walk, take photos, network with each other, share tips or stories.

### Community Event Helper • Based on Event ( Full Event or at least 2hrs - include event name )

CityCamp Madison -26 Oct - Alnisa Allgood, (608) 241.3616, [allgood2@gmail.com](mailto:allgood2@gmail.com)

Select any pre-conference event to attend. You'll take photos, brief notes, and an attendance count and report back to us.