

## CHIP Event Site Staffing List

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### NAME of Volunteer

Event Coordinator: \_\_\_\_\_

If an event is to run longer than 3-4 hours, it is advisable to create shifts so that volunteers aren't required to work the full day. There should be a full crew to fill each position below for each shift.

#### Welcoming/Greeting:

Check-in/Registration (4):  
(2 people can be used for  
smaller events)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Escorts/Hosts:

(number varies with size of event)  
(School events will need  
more to help the children)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Laptops: (6)

(2 per laptop)

Operator: \_\_\_\_\_

Assistant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

One will operate the laptop  
and one will direct the  
children where to stand and  
ask interview questions.

**NOTE** – additional volunteers  
may be needed.

Operator: \_\_\_\_\_

Assistant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Operator: \_\_\_\_\_

Assistant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(NOTE** - the Lincoln kit  
has 6 laptops, most  
other kits have 4  
laptops. Adjust  
numbers accordingly.)

Operator: \_\_\_\_\_

Assistant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Operator: \_\_\_\_\_

Assistant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Toothprints/CheekSwabs (4):**

Dental Professionals:

Recommended Minimum:  
2 will perform the Toothprints and  
cheek swabs, and 2 fill out the  
information on the Ziploc bags

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**Checkout/What Now (2-4):**

Packet check

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**Clean-Up (3):**

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**Other Masonic Family Members  
to Socialize and Host:**

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