

# Event Day Volunteer Guidelines

Dear Volunteers,

Thank you for your commitment to making our event a success! Please read the following guidelines carefully to ensure a smooth event day experience.

## Arrival Time

Please arrive at least 30 minutes before your scheduled shift to check in and receive instructions.

## Check-In Process

All volunteers must check in at the Volunteer Registration Booth located at the main entrance. You will receive your name badge and further instructions.

## Dress Code

Wear comfortable clothing and closed-toe shoes. Please also wear your volunteer badge at all times.

## Responsibilities

- Set up and tear down event materials.
- Assist attendees with questions and directions.
- Ensure all areas remain clean and organized.

## Emergency Procedures

In case of an emergency, please follow the instructions of event staff and head to the nearest exit safely.

## Contact Information

If you have any questions prior to the event, please contact us at [volunteers@example.com](mailto:volunteers@example.com).

Thank you for your dedication and hard work. We look forward to a fantastic event!

Best Regards,  
The Event Coordination Team