



Event Support & Tabling Volunteers: Typical Volunteer Tasks

Event Support

Event coordinators always need volunteers on hand to help with defined tasks for an event. It's also good for event support volunteers to be flexible and expect sudden situations that require immediate action and direction by event coordinators. Usually, event support volunteers are involved primarily the day-of on an event, requiring less commitment. Event support volunteers can also be utilized to prepare for the event or support post-event activities.

Typical Event Preparation Tasks

Help pack event supplies. Help share the event post or flyer on social media. Encourage people that you know to go to the event. Post flyers in cafes and community spaces. Work with the event coordinator for sourcing out possible event supplies.

Typical Day-of-Event Tasks

Event setup

Help bring in boxes or materials to the venue. Help set up tables, chairs, decorations, materials. Work with event coordinators on their vision or plan for the layout. Help arrange food and drink, anticipate attendee needs.

Greeting station and organization ambassadors

Warmly welcome each person who arrives. Ask people to sign in. Provide basic information about the event and North Idaho Pride Alliance. Smile. Have a helpful attitude towards all inquiries and find answers from event coordinators if needed. Direct people to where restrooms are or where to hang their coats. Hospitality skills are key. Make sure to thank each person for coming as they leave the venue.

Media/Communications

Take photos of the event. Depending on timing, share on social media to encourage people to come down. Jot down notes or observations of the event for a possible future article or social media post. Use Facebook Live or video to capture the event.

Clean-Up Crew

Help clear tables. Help throw away garbage and recycle. Pack materials for transport. Stack chairs. Work with event coordinators to help return the venue to how it appeared before the event.

Typical Post-Event Tasks

Help event coordinators with thank-you cards or emails. Post about the event on social media. Communications volunteers should email photos and videos to nipridealliance@gmail.com, or tag them in a post.

Tabling Events

Tabling volunteers are ambassadors for North Idaho Pride Alliance that enjoy engaging and educating others. Tabling opportunities arise when NIPA agrees to have a presence at an event for brand awareness, promoting an upcoming event, recruiting volunteers or educating on efforts to support and advocate for LGBTQ people in North Idaho. NIPA partners with a major event coordinated by another organization.

Table setup

Help bring in boxes or materials to the venue. Help set up the table and arrange materials. Hang signage. Anticipate needs. Get an understanding of any activities at the table to drive engagement.

During the tabling event

Smile. Make eye contact. Listen. Warmly welcome each person who visits the table. Engage people in table activities. Encourage people to sign up for the newsletter or be on our volunteer list. Provide information about North Idaho Pride Alliance, opportunities for involvement and any upcoming events. Smile. Have a helpful attitude towards all inquiries and find answers from event coordinators if needed.

Media/Communications

Take photos of the event. Depending on timing, share on social media to encourage people to come down. Use Facebook Live or video to capture the event.

Tear-Down Crew

Follow the instructions of event organizers on when it's okay to tear-down the table. Pack materials for transport.

Typical Post-Event Tasks

Post about the event on social media. Communications volunteers should email photos and videos to nipridealliance@gmail.com, or tag them in a post.