

### Set-Up Volunteers

Thank you for volunteering to help with the Hike for Safe Haven! Please arrive at 6:45a.m. for your shift. **When you arrive, check in at the Volunteer Registration table, and then proceed to your assigned area.**

#### Tasks:

With your help, we can get unloaded in 30 to 45 minutes and move on to setting up areas!

- Unloading the Safe Haven truck
  - **A point person will direct volunteers regarding # of tables and chairs and locations of tents.**
- Assist with carrying and setting up tables and chairs
- Putting tablecloths on the tables
- Unload supplies and take them to designated area
- Hang signs for each tent/area as needed

#### *Area-specific set-up:*

- First Aid Tent
  - Stock First Aid supplies
  - Put out Safe Haven Family Shelter informational materials here
- Trail Entrance (by bridge)
  - Set up feather flags
- Zumba area
  - Place blanket bins on table next to Zumba Area
- Kids Area (SH responsibilities)
  - Set up craft & coloring activities
  - Set up face painting needs
  - Set up tattoos and braids
- Photo Booth
  - Assist photo booth creator *if needed*
- Food Tent
  - Check with Tinti or Lynetta for the layout
- Registration
  - Check with Stacy for layout

If you also have another volunteer role after set-up, return to the volunteer check-in tent to confirm your role; they will direct you to your next assigned area.

**When you arrive, staff from Parking Management Company will direct you to park.  
Parking attendants will be in place at 6:45am.**

**We are using a new parking area this year, so please follow the directions of the parking staff!**