

## The Board Match **Logistics Confirmation:**

The information requested on the worksheet is vital to insuring an organized and well-run event. Please take a moment to complete the information and return the worksheet by fax or electronically to The Volunteer Center by **January 4, 2008**. This deadline must be adhered to.

**1. Your organization:** \_\_\_\_\_

### **2. UNLOADING INFORMATION**

Don't forget to make a copy of this for yourself.

Depending on how much you bring for your display, you have three options for unloading. Please select the one that you will need:

- Walk in with it (i.e. no special unloading needed)
- Unload at the curb:** We have reserved the white loading zone on 4<sup>th</sup> Street between Howard and Mission, just past the entrance to the Metreon. You will drop your things off here, and The Volunteer Center's staff will keep an eye on your items while you park. We will have dollies available to transport your things into the Metreon. The drop-off schedule is below. Please mark which one applies to you:
  - 1:40-2:00** if your organization's name starts with: **A – C**
  - 2:00-2:20** if your organization's name starts with: **D – L**
  - 2:20-2:40** if your organization's name starts with: **M - S**
  - 2:40-3:00** if your organization's name starts with: **T – Z**
- Use the loading dock. You must use this option if you have to unload more than will fit onto one dolly. You will need to schedule a time. Check here and we will contact you.

Your table must be completely set up by 4:00 pm. If you selected unloading options two or three, you will need to come early. Feel free to leave after your set-up is complete and return at 4:00 pm.

### **3. ELECTRICAL DEVICES**

We have access to a limited number of electrical outlets around the room at the Metreon. Outlets will be provided on a first come, first served basis. **If you require an outlet, you will need to bring a 12-foot extension cord with you to gain access to the outlet**, we will not have extra extension cords available for you to borrow.

- We are bringing an electrical device; please provide an outlet for our organization.

#### 4. ORGANIZATIONAL REPRESENTATIVES

Please provide us with the names and titles of two "officials" who will staff your table at The Board Match. These should be the executive director and the board president (or other board member). Your name badges will reflect the information you provide. If others from your organization will be joining you at The Board Match, please bring name badges for them.

Executive Director \_\_\_\_\_  
(please note if their title is different)

Board Member Name \_\_\_\_\_

Board Member Title \_\_\_\_\_

#### 5. HELPING GET THE WORD OUT!

In order for The Board Match to be a success for all the participating organizations, we need everyone to help us promote the event in whatever ways are available to them. Can you help?

Yes! We can:

- Include in our newsletter (*send us a copy of your newsletter!*)
- Post on our website (*send us a link!*)
- Post on our volunteer calendar (*send us a link!*)
- Send out a specific communication about The Board Match to staff/ stakeholders/ personal network. (*BCC us on your communications!*)
- I would like to put fliers in my office/ distribute fliers.  
Please send me #\_\_\_\_\_.
- I would like to display posters in my office/ distribute fliers.  
Please send me #\_\_\_\_\_.

Please return this to Lisa McIntire at The Volunteer Center no later than **January 4<sup>th</sup>, 2008!**

Email: [lmcintire@thevolunteercenter.net](mailto:lmcintire@thevolunteercenter.net)

FAX: 415-982-0890

Mail: 1675 California Street, San Francisco, CA 94109

Phone: 415-982-8999 Ext 235