

shutterfest¹⁷

ELITE PLUS | PORTFOLIO REVIEW

ROLE:

Elite Plus | Portfolio Review | 12 Volunteers

HOURS:

4/18/17 | Tuesday | 6:00 pm - 7:30 pm

OVERVIEW:

There will be 10 speakers for portfolio/pricing review. Sign up opens at 6:00 pm and reviews will start at 6:30 pm. First come, first serve (up to 120 attendees). Sign up volunteers will check in attendees with Elite Plus membership status - **MUST CHECK LIST FOR ELITE PLUS STATUS**. Speaker Volunteers will show attendees to their speakers, and direct them to wait for their turn. It is the speaker volunteer's responsibility to explain to the attendee that their name will be called, and if they are not there or do not respond we will move on to the next attendee and they will be skipped. Advise attendee to have their pricing/portfolio ready to go to make the most of their time -either in print or on a device.

RESPONSIBILITIES:

- 12 volunteers total (10 volunteers assigned one to each speaker, 2 volunteers for sign up)
- *Sign Up Volunteers* - verify Elite Plus status by checking attendee's badge. Only Elite Plus members are eligible for this perk.
- Add attendee's name to the individual speaker's master list & assign them a time. Time slots are in increments of 5 mins from 6:30 pm - 7:25 pm.
- Fill out time card and hand to attendee. When list is full, *sign up volunteer* will hand the list over to the *speaker volunteer*.
- *Speaker Volunteers responsibility is to show attendee where the speaker will be seated. Direct attendee to wait for the review to begin. At 6:30pm attendee should stand in line next to their speaker volunteer to wait for their name to be called off the master list. If they are not there or do not respond we will move on to the next attendee. Advise attendee to have their pricing/portfolio ready to go. Speaker volunteer will call the list, and time the session using their phone in 5 minute intervals.*

PROCESS:

- *Sign up volunteer* asks attendee which speaker they would like to sit with
- *Sign up volunteer* adds name to individual speakers Master List
- *Sign up volunteer* fills out time on card, and hands to attendee
- *Speaker Volunteer* directs attendee to wait for the review to begin. At 6:30pm attendee should stand in line next to their speaker volunteer to wait for their name to be called. If they are not there or do not respond we will move on to the next attendee.
- *Speaker Volunteer* advises attendee to have their portfolio/pricing ready to go



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REVIEW PROCESS:

- *Sign up Volunteer* provides Speaker volunteer with individual speaker Master List
- *Speaker Volunteer* stands next to speaker
- *Speaker Volunteer* calls first few names at 6:25pm to begin building the line
- *Speaker Volunteer* uses timer on phone in 5 minute intervals to begin when attendee sits down
- *Speaker Volunteer* lets speaker know that their time is up, and seats next attendee
- Repeat process until list is finished. Reviews end at 7:30 pm

STATION-SPECIFIC NOTES:

- ***What if you call someone's name from the list and they do not respond?*** Move on to the next attendee in the list.
- ***What happens when there are no more seats available for an attendee to sit with individual speaker of their choice?*** Let the attendee know that it was first come, first serve and all seats have been filled for that speaker. Ask if they would like to sit with someone else. Follow Process.
- ***How can I show the speaker my portfolio/pricing?*** You can show the speaker your portfolio/pricing by having it ready on your iphone, ipad, computer, or in print.
- ***What if the attendee shows up after their appointment time?*** Too bad - they've missed their turn. If there is still time and space open, they can make another appointment.
- ***What if the attendee is over the time limit and won't get up?*** Have Sal thump attendee
- ***Can I sign up to meet with multiple speakers if there are open time slots?*** Unfortunately, each attendee only gets 1 portfolio review with 1 speaker. Pick your first choice.