### Checklist for Outreach Booth

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Location</th>
<th>Dates/Times</th>
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#### Event Contact Information

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<tr>
<th>Name</th>
<th>Phone#</th>
<th>Date</th>
<th>Notes</th>
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#### Event Details and checklist

- Send out volunteer flyer? [ ]
- Located inside or outside? [ ]
- Canopy needed? [ ]
- Is there a signage area? [ ]
- Do we have:  
  - Banners? [ ]  
  - Steps? [ ]  
  - Traditions? [ ]
  - Outreach poster? [ ]
- Tables & chairs provided? [ ]
- How many tables needed? [ ]
- How many chairs needed? [ ]
- Table covers provided? [ ]

Table Items:
- Literature Rack
- Pamphlets
- Outreach Packets
- Books (if selling)
- Money box
- Ledger/Change
- Local meeting lists
- Business cards if applicable
- Business card drop box
- Give-aways (pens, keychains, etc)
- Pens and scratch paper

#### Day of Event

- Arrive early for set-up - Arrival time: 

- Have schedule on the table with the names and phone numbers of volunteers.

- At each shift change, pass along any pertinent information and any money collected.

#### Remember to Smile

- Our goal is to spread awareness of the Nar-Anon program, letting people know help is available to the families and friends of addicts.
- Demonstrate compassion. Empathy allows others to identify with us. Our actions and interactions have the ability to attract potential members.
- Have local contact information available for those who may be in crisis.
- Encourage questions. If you don’t know the answer, ask them to leave a phone # for response.
Call all volunteers the day before the event with a reminder of their times.

It is suggested two people man the booth at all times. If only one is available, breaks should be scheduled.

### Volunteers

<table>
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<th>Name</th>
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The **Close-out** person is the one responsible for materials and money at day's end.

Enter the times of shifts in the left column and volunteer names in appropriate boxes for each time and day.