



## **Job Description: SPARCler SETUP & CLEANUP**

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### **VOLUNTEER POSITION: SPARCler SETUP & CLEANUP**

**TIME COMMITMENT:** This is recurring for each SPARCler, 3-4x each school year.  
A cumulative total would be 4-5 hrs for the school year.

1 hr. prior to each of the 3-4 SPARClers:

Arrange tables to seat the expected attendees & the panel plus speaker

Arrange Entry Table with:

Sign-in Clipboard (name, email, future notifications/newsletters)  
& Pen

Nametags & Felt-tip pen

Collateral Brochures & Flyers

Index Cards for Questions for the Q&A period

Trashcans at Entry Table & Refreshments/Coffee area

1/2 hr. after each of the 3-4 SPARCler events to return furniture to original places  
& Cleanup/Put Away the Entry Table materials

**DESCRIPTION:** Ask Admin for the expected number of RSVP Attendees in order to plan seating for:

- Number of RSVP Attendees
- Panel Size
- Faculty and Staff
- Committee/Parents



**GUIDELINES:** There are 3 or 4 SPARCers each year. Check out the current furniture arrangements and plan how to setup for the event. Arrange in advance for any special equipment (e.g. TV screen dates, AV, additional chairs. Dates/Topics/Speakers should be determined a year in advance:

1. Mid to Late October
2. Mid to late January
3. Late February
4. Late March, April or May