

SETTING UP IN-PERSON VOLUNTEER RECRUITMENT ACTIONS

Use this worksheet when assessing the IPVR potential of an event or venue, then modify it after recruiting there.

WHAT

Name of event/venue:

Type of event (bar/club, concert, film, etc.):

Date:

Time:

Address:

Name, title, and phone number of contact at the venue:

WHO

Projected attendance:

Demographics (record identities most represented at the venue, or mixed or unknown)

Gender:

Race:

Sexual Orientation:

Age:

Ability:

Class:

Other notes/comments:

How politically active is the audience?

HOW

Will there be an announcement?

Will you be inside the venue?

Can you approach people inside the venue?

If the venue is noisy/distracting, where is the best place to talk to people?

Can you approach people waiting in line?

SUGGESTED IN-PERSON VOLUNTEER RECRUITMENT VENUES

Try them all!

- College classrooms
- Churches
- Coffee shops
- Bars
- Clubs
- Farmers markets
- Film screenings
- Book/poetry readings
- Concerts
- Movie lines
- Beauty & barber shops
- Synagogues
- Progressive organization meetings
- Transgender groups
- People of color organizations
- Political organizations
- Women's groups
- Youth groups
- Art shows
- Knitting circles
- Bike groups
- Social events
- Bowling leagues
- Softball leagues
- Picnics
- Women's basketball games
- Theatre / Musical events
- House parties
- Pride festivals
- Street fairs
- College campuses

VOLUNTEER RECRUITMENT VENUE SETUP CHECKLIST

<p>Venue Name Address Phone Number <i>Notes on getting there</i></p>	
<p>Contact Person, notes <i>Manager/owner? When are they usually available?</i></p>	
<p>Date/Time <i>What days are usually the busiest? When would be the best time to come in?</i></p>	
<p>Location <i>What is the setup of the location? Where would be the best place to approach people?</i></p>	
<p>People <i>How many people are you expecting? What kind of crowd is it?</i></p>	
<p>Action <i>Is it okay to walk around and approach people? Will we be inside/outside the venue?</i></p>	
<p>Arrival <i>Who should we talk to once we arrive? How will we get in? Can underage volunteers be in the club?</i></p>	
<p>Announcement <i>Is it okay to make one/will they make one?</i></p>	
<p>Record of Calls</p>	
<p>Notes/Other</p>	