

Volunteer Briefing

Welcome!




DARE to be AWARE FAIR

Dare to be Aware Fair
June 13, 2026

1

Schedule for the day



- Exhibitors will be unloading starting at 7:00 am
 - NO UNLOADING via the front or side doors
- Doors open at 8:45 for Global Healing Circle
- Doors close at 9:00 for registration area prep
- Doors open again at 9:45
- Fair closes at 5:00
- Celebration dinner at 6:30 (individual checks)
at: B.J.'s 17430 W Bluemound Rd

2

Volunteer Roles



- Dock staff early morning – 5 ticket thank you package – 11 positions – arrive at 6:30am
- All other volunteers w/2 hour shifts – 2 ticket thank you package – 30 positions
 - Room monitor – introduce, time cards
 - Exhibit Hall – walk the hall, offer support (restroom break, get food)
 - Presentation Hall - mostly answer questions re presentations
 - Misc tasks – end of day (3pm on)

3

Lead Roles



- Patricia - Volunteers
- Dave – Unload / Load Dock
- Vicki – Registration
- Becky – Exhibitor set-up
- Assistant Lead needed for Volunteers
 - Able to walk through the hall, check on positions, ensure everything is covered
 - Attend to calls if walking is needed
 - Able to meet during the week prior to the fair for briefing

4

General Details



- Park – east end of BCC lot
 - Leave early to allow for traffic and time for you to check-in before your shift.
- Walk the fair before or after your shift
- Tickets will be sent to you via email
 - Print and share with friends
 - If you arrive to walk the fair before your shift, check-in at registration table / If you arrive for your shift, check-in in the Office – “Volunteer Check-in” on the diagram
- Check-in 15 minutes before shift

5



6

Contact info day of the fair

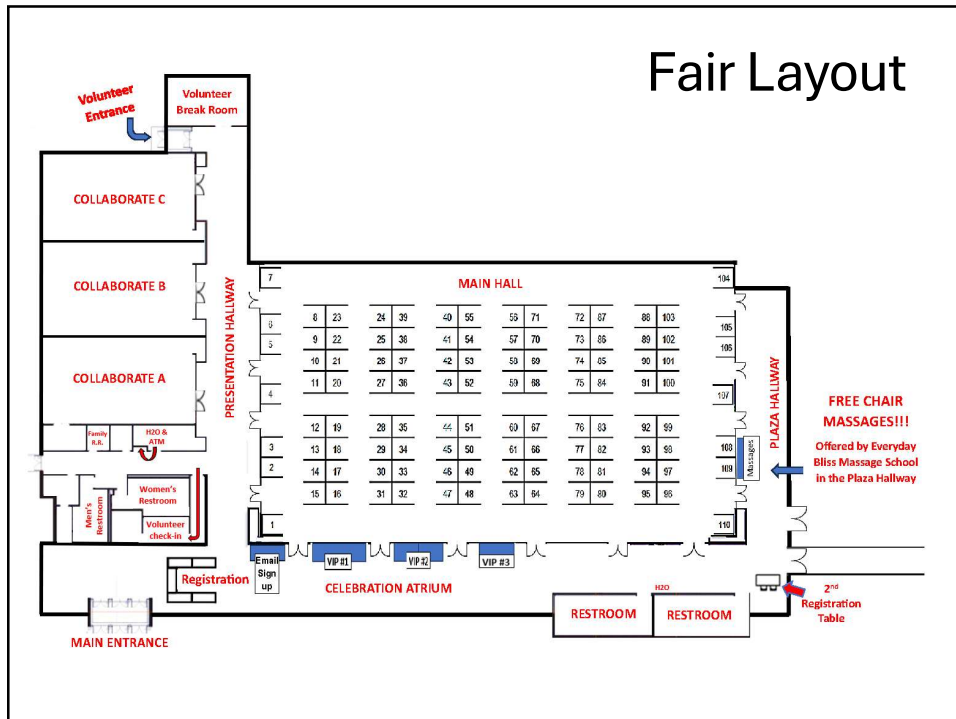
- Dave 920-284-5586
- Patricia 414-416-2237



Call if you are going to be arriving late

There may be other contact names for the day. We will provide you with that info when you check-in.

7



8

What to Wear / Self-Care



- Comfortable, supportive shoes as you will probably be doing a lot of walking and/or standing.
- Casual clothing is fine / business casual
- We suggest dressing in layers so that you are comfortable throughout the day.
- ***Dress accordingly for the weather if you are working Traffic, the Dock, or as an Exhibitor Assistant.***
- Most volunteers will be wearing a vest so you stand out. The volunteers at the Registration Table will be wearing a Dare to Be Aware Fair shirt. Vests and shirts will be provided when you arrive and check in for your shift(s). All vests must be returned before you leave.
- Bring a refillable water bottle

9

Bring your phone



- Make sure you are accessible via phone the day of the fair
- Use earbuds if possible so you will hear the phone ring or text notifications
- Keep volume up so we can reach you if needed
- Set an alarm for checking in 15 minutes before your shift
- WiFi is available for all guests – BCCGuest
- Vendors have a special network for their sales transactions.

10

Volunteer Breakroom



- The breakroom is for volunteers only – it's a place to sit and rest for a while after your shift or between shifts
- It is not staffed/monitored, so valuables should not be left in the room

11

Food Options



- The Brookfield Conference Center has a strict policy against bringing food into the facility. All food consumed within the BCC must be purchased in the BCC.
- Also, you can eat before, or after, your shift – you can take your food to the volunteer breakroom.
- Please do not eat during your shift.
- If you bring a water bottle, there are 2 locations where you can refill your bottles during your time at the fair.

12

All Volunteers



When on duty...

- Watch for folks without wristbands, direct them to the registration table to check-in
- If they don't go to registration, call one of the contact numbers to let us know where the person is and identifying details so we can check on them
- Please stay focused on your role, unless otherwise directed

13

Share on Social



- Share on social that you will be at the fair – invited friend to join you
- Share posts from our social on your personal social



- Invite friends to volunteer with you at the Fair

14

Summary



- Decide which role you want for the day and how many shifts you want to do
- Respond to emails to confirm you have received them
 - There will be a summary email of all these details
 - There may be update emails, please be sure to let us know you have received and read them
- Let us know ASAP if you have to make changes in your commitment

15



*We ♥ our
Volunteers
Thank you!!!*

16