



# Volunteer Assignments

The biggest business festival in the Baltics is going to take place once more and we need your help to succeed. Volunteers are the face of the event and we don't want you to miss out on it.

You're going to meet interesting and active like-minded people and the most awesome ones won't go unnoticed. Here is a list of things you could do as a volunteer:

## Wardrobe and registration team

### Wardrobe team

Wardrobe team is responsible for visitors' clothes. Volunteers take care of guests' jackets and coats, put these in the wardrobe and give everybody the right number so attendees could get their belongings back later. It's quite a busy assignment, but volunteers get plenty of time to stroll around the venue and enjoy the festival to the fullest.

### Registration team (Check in)

Registration team members give the first impression of the festival, so they have an important role to play. The duties include giving out wristbands and name tags. Some members might have to travel around Estonia for pre-printing before the festival. Check-in team won't miss out the festival either since the work is separated between shifts.

## Hands on, do-it-all

Some members of the hands on team should be available during the whole festival week, because there are some important tasks to be fulfilled.

### Prep team

Although partners are responsible for the biggest constructions, prep team members do different preparation tasks in the venue during the whole week.

### Logistics team

The logistics team is the heavy infantry of our event. When you get things done in the logistics team, you can do everything. They move around from place to place during the preparation week. Their job is to make sure that all the necessary items needed in the venue get there on time. Logistics team members should also deliver everything back after the festival.

### Environmental team

The environmental team goal is to make attendees' experience as environmentally friendly as possible with helping visitors make the Earth a greener place.

### Decorations team

The decorations team is the force that transforms a sports hall into the magical sTARTUp Day venue. The duties include setting up and taking down all the decorations.

## **Demo area**

The demo team is there to help companies find their place at the demo area and if needed, assist them by lending a hand setting up their demo box.

## **Catering assistance**

Catering assistants should support catering companies, pop-up bars and cafes.

## **Cultural program**

If you like organizing events, this is the perfect role for you. Your job is to help our cultural program manager during the festival to make all the cool pop-up performances and shows happen. Two years ago there was a fashion show so you'll never know what's going to go down this year.

## **Parties**

This team is part of the side events crew. You'll help organize all of the office, networking and dinner parties during the festival and there might be something for you to do before.

## **Communicating and assisting**

Some members might also be needed before the festival.

## **Delegation leaders**

Delegation leaders are responsible for an important group of people up to 15 members before and during the festival. They make sure they will get everywhere on time and if needed, volunteers should provide their best to make every problem disappear.

## **Speaker logistics**

Speaker logistics deliver speakers to the right place on time. If necessary, they lend their helping hand when there should be any obstacles.

## **Seminar team**

Seminar team members take care of the seminar program schedule and the participants. They assist our seminar area manager so that everything would run smoothly.

## **Information stand**

Information stand members help attendees in every possible way – finding the right stage, giving advice on which demo box to visit or what kind of afterparty to go to. Their faith is in your hands.

## **Matchmaking assistance**

Assistants are needed during festival days and they make sure that everything goes smoothly in the matchmaking area. Showing time, ringing the bell, leading people to the right tables – it's all in your hands.

## Stage teams

Stage teams are needed on festival days. We have two different stages and volunteers' tasks include getting the speakers there on time, giving out presents and making the on-stage magic happen.

If you already feel that you would like to get involved or complete special tasks, then write [volunteers@startupday.ee](mailto:volunteers@startupday.ee) and we will find you something awesome to do!



AND REMEMBER TO **BE YOUR OWN HERO!**