

ATLANTA SCIENCE FESTIVAL™



Curious Corps Volunteer Information

T: 678-654-9796 E: Volunteer@AtlantaScienceFestival.org

Director Thoughts

Attention Curious Corps members:

It is with tremendous gratitude that we welcome you to the Atlanta Science Festival team. With 100 events offered by 80+ partners at 50+ venues over eleven days, the Festival needs YOU. The diverse events require a cohesive identity as part of the Atlanta Science Festival. Indeed, many have struggled to wrap their brains around this Festival. It is not a science fair. It is not a science night for kids. It does not occur on a single day in a single location.

Your role is critical. Your mission, should you choose to accept it, is twofold:

1. Invite everyone in Atlanta to our celebration of the science and technology in our region. Adults, children, elderly, students, young professionals, old professionals, unprofessionals.
2. Ensure that each individual event runs smoothly and feels like part of the Atlanta Science Festival. Smile and say, "Welcome! Here is an amazing part of an awesome whole, so come back tomorrow and don't miss the Expo..."

You and your (very) pink shirt represent the Festival. You are ambassadors of ASF. You are the few, the proud, the curious. Let's help Atlanta celebrate the curious in all of us.

Sciencereally,

Meisa Salaita & Jordan Rose
Atlanta Science Festival Co-Directors

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The Basics

Welcome to Year 4 of this wonderful Metro Atlanta event and welcome to the Curious Corps Team. The Curious Corps members have an important role in the Atlanta Science Festival. We are involved in supporting the communications team to get the word out with colorful postcards and booklets so that our communities know of this amazing celebration. We ensure the success of 100+ events by supporting attendees, event hosts, and exhibitors alike. We assist in gathering feedback on the events with surveys so that science festivals in the years ahead can learn from this year and be even more amazing. We are at the Exploration Expo to ensure a mind blowing Grand finale of science for Metro Atlanta to enjoy and talk about for months to come.

The entire Festival is being executed by volunteers, so what makes the Curious Corps any different? Our membership can be considered the (bright pink) ribbon that ties all the events together in a nice, neat package. In that light, it is the goal that the Curious Corps provides excellent help to the attendees and exhibitors alike. This volunteer manual will help to ensure that the information you need to be a successful Curious Corps member is at your fingertips. It is a reference for you as you are part of this EPIC celebration of Science, Technology, Engineering & Mathematics in Metro Atlanta.

The List

Keep in mind that as the Curious Corps, we are representing the Festival. In that light, here are some basic requests of all Curious Corps Team Members:

- Please wear your Curious Corps t-shirt. It will identify you to others as someone who can help.
- Comfortable shoes are a good idea. There may be standing/walking involved and so care for your feet.
- On your other attire, dress comfortably and keep in mind that you will be interacting with others when selecting from your closet.
- Only smoke in designated areas, please. Note that many of the facilities are smoke free so please plan accordingly.
- Please keep your own health & safety in mind.
 - Stay hydrated
 - Sunscreen, if outside
 - Do not over extend yourself
 - NO unsafe acts. Let's ensure no one is injured.
- Put these numbers and e-mail in your telephone NOW:
 - **Danielle 678-654-9796 Volunteer Coordinator**
 - **Debbie 770-363-1933 Expo Volunteers**
 - Volunteer@AtlantaScienceFestival.org
 - Your time and commitment is valued. Please use these to communicate if an issue arises that mean that you cannot make your assignment. This allows for a back-up to be put into place.
 - Call if you have issues/questions before, during or after the event. Do not hesitate to call, your feedback is welcome.

FESTIVAL GOALS

- ▲ FOSTER CONNECTIONS
- ▲ BUILD COMMUNITY
- ▲ HIGHLIGHT ATLANTA

You make a living by what you get; you make a life by what you give.

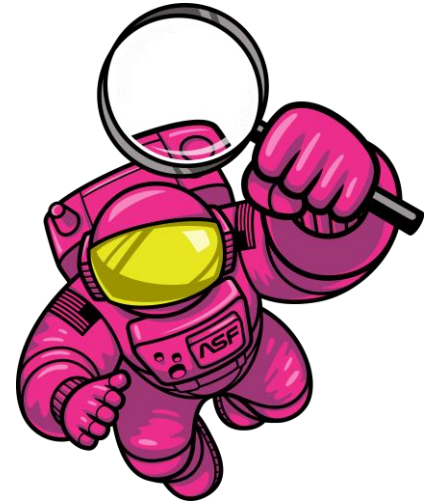
~Winston Churchill

- If you are not knowledgeable about the event topic that you are assigned to ~ DO NOT WORRY. This manual will share some basics to help you share information about the Festival. The exhibitors/presenters will give the details of the topic that is planned. We will work so everything runs smoothly.
 - Our role is to provide assistance, be pleasant & cover the details to ensure that "WOW" happens.

The Roles

Thanks to so many amazing programs, there are many things that we will do as a Curious Corps to deliver success. This section is designed as a reference to assist in knowing "the what" we are being asked to do. Here is a listing of the roles and a short description of them

	Dates of Need	Location
DELIVERY SUPPORT	Now until 3/25/17	Across Metro
EVENT SUPPORT STAFF	3/14 to 3/25/17	Across Metro
EXPO VOLUNTEER	3/ 24 & 3/25/17	Centennial Olympic Park



Delivery Support

In order to direct attendees to the right location each of the events has signage, festival booklets and other important information to be present for success. The Curious Corps has a plan for pick-up and delivery to get the right materials to the right place at the right time. This team helps to get our wonderful pink shirts out to our volunteers as well. This tends to be focused during the month prior to and the eleven days where the various events occur.

Event Support Staff & Expo Staff

This Curious Corps sub-team will assist with events occurring starting from launch on March 14 until the Exploration Expo on March 25, 2017 at Olympic Centennial Park.

Our team will welcome attendees and support exhibitors in order to assist in flawless execution of the various events. Our goal will be to assure that those that have elected to share their venue and their talents through an event have an excellent experience overall. This may entail assisting with set up, taking tickets at the door in some events, directing attendees to the event, collecting feedback through surveys or just simply smiling and making sure that everyone is enjoying themselves. It is amazing how helpful it is to have the team in pink there to cover all the bases. The individual events are from March 14 to March 25th. Their locations and hour vary based on the event.

Duties at these events include:

- **Volunteer Lead** – This role has multiple duties and may gather assistance from the other volunteers at their event. See the list below:
 - Provide Leadership among the volunteer team to ensure that the event partner is prepared for the event
 - Provide headcount to volunteer coordinator (e-mail to Volunteer@Atlanta.ScienceFestival.org)
 - Snap a few representative photos at the event and send them in for social media blast. Use your cell phone early in the event to take a few fun photos. E-mail photos to pics@atlantasciencefestival.org and include the name of the event in your text. Feel free to use the photo(s) on your own social media networks if you choose. Just remember to tag the photo #AtlSciFest to identify it.
 - *ONLY AT SPECIFIC EVENTS:* Assure that surveys are distributed and collected for feedback. If your event has surveys, you will be notified in your confirmation email which will include all details. This will be sent out approximately 7 to 10 days prior to the event date.
 - Assist with additional items as needed.
- **Human Arrows** – Way finding, directing attendees to the location, crowd control as needed
- **T-shirt Sales** – Some event will have t-shirts available for sale and volunteers will cover this task
- **General Assistance** – Our event partners may request additional volunteers for various tasks based on their event, expected attendees or other reasons. There may be the need to help set up or break down a venue, or to help with crowd direction or any other detail that is needed based on the specific event ; these details will be shared per event by the Curious Corps Task Force members assigned to match our volunteers to events.
- WE WILL SHARE AS MUCH INFORMATION AS POSSIBLE TO PREPARE YOU FOR SUCCESS.

Expo Only Roles

The Exploration Expo is held on March 25th at Olympic Centennial Park. Volunteers arrive as early as 7 am and stay until 5:00 pm to make sure the Expo is a fun, safe, science day of exploration. There are set up shifts on Friday March 24th as well.

- **Welcome Team** – Set up as needed, ushering attendees, registration
- **Zone Leaders** – Assure that attendees/exhibitors/volunteers have what they need for a successful expo in their assigned zone.
- **Stage Support** – Assist with stage presentations at Main Stage & Science Café as needed
- **Booth Support** – Offer assistance and basic troubleshooting at booths during Expo
- **Bus Loading Assistance** – Meet school buses at the drop off and direct school groups to the main entrances.
- **Entrance Coordination** – Welcome attendees to the Expo & observe exits to ensure no children are exiting unattended.

Information Sharing

This section is designed to share general Festival information in order to assist when interacting with attendees. The more information that we can share with the general public, the more successful that the experience will be for our attendees. It is not intended for Curious Corps Members to memorize this information. These details are to familiarize you with the Festival and all it offers. If you need assistance answering a question, ask for help from another volunteer or always remember: www.AtlantaScienceFestival.org to see upcoming events.

Key Phrases

These key phrases are short ways to explain the purpose of our Festival. They may be helpful to use as you talk with attendees about the purpose of this entire week-long celebration for example.

- Relate science to daily life
- Build an appreciation for science
- Spark the community's collective curiosity
- All day interactive Exploration Expo
- Atlanta is a leader in innovation

Talking Points

This section has taking points, as shared by the Festival Communications sub-team. Reading through them may be helpful to understand details about the Festival in order to respond to questions from attendees.

General

- In its fourth year, the Atlanta Science Festival is an annual celebration of science and technology featuring 100 engaging events in 65 locations across Metro Atlanta
- Expanded to 11-days, the 2017 Atlanta Science Festival will run from March 14-25.
- Festival events, which are geared to kids, teens, adults and families, feature a myriad of live, interactive, hands-on activities, presentations and exhibitions to engage audiences with scientific discoveries.

Launch Event with Mark Kelly

- The Atlanta Science Festival will officially launch on March 14 from 5:30-8:30 p.m. at Glenn Memorial United Methodist Church at Emory University featuring astronaut Captain Mark Kelly.
- Captain Kelly will share what it's like to leave planet Earth and his insider perspective on the groundbreaking yearlong NASA experiment with his twin brother on how space affects the human body.
- The event will kick-off at 5:30 p.m., with attendees participating in rocket making and launches.
- Immediately following his presentation, Kelly will autograph copies of his children's book series, "Mousetronaut" and "Astrotwins." Copies of the books will be available for sale on-site before and during the event.
- Admission for the event is \$12, and \$8 for children 12 and under, if purchased online in advance (AtlantaScienceFestival.org/launch); and \$15 for all guests at the door.

Exploration Expo

- The grand finale of the Festival is the signature Exploration Expo at Centennial Olympic Park on March 25 from 11:00 a.m. to 4:00 p.m.
- Exploration Expo is a free afternoon of continuous family-friendly activities, hands-on experiments, live performances, educator opportunities and explosive visuals from more than 100 partnering exhibitors.

K-12 Initiatives

- The Atlanta Science Festival envisions a community of scientifically literate citizens and a strong STEM workforce in Atlanta. That vision begins with efforts to engage our youth in STEM/STEAM learning inside and outside the classroom.
- The Festival awards bus vouchers for Title I schools to take groups to the Expo, and coordinates classroom visits by STEM professionals through our Imagining the Future program.
- Contests, field trip opportunities, educator workshops, classroom flyers and resources for teachers are available at our [Educator Toolkit](#).

In Closing

This guide was designed to attempt to answer questions/concerns that may arise during the time that you are sharing with the Atlanta Science Festival. It is where you can refer to prior to your program to get information. If you have additional questions, do not hesitate to call/email for assistance.

Your time and efforts to take part in this wonderful event is appreciated. Thank you for spreading the word all over Atlanta about this wonderful Festival. Thank you for tweeting, posting and repeating . Thank you for attending events and getting people to the venue, answering their questions, telling them about other events on the horizon. Thank you for gathering their feedback and sharing it so this can go on for years to come in our fine city. This forth year will be amazing and your involvement helps to assure that will happen.

Thank you a million times for joining the Curious Corps.

