




Site Room Staff

  	<p>Arrive:</p> <ul style="list-style-type: none"> • At the Site Room at least 20 minutes prior to the session • At the Assigned Table at least 15 minutes prior to the session
	<p>Pick-up:</p> <ul style="list-style-type: none"> • N/A
	<p>Before the Session</p> <ul style="list-style-type: none"> • Become familiar with the ASQ WCQI Event App
	<p>During the session:</p> <ul style="list-style-type: none"> • Check Volunteers into Scheduled Assignment. <ul style="list-style-type: none"> ○ Report any Volunteers not reporting in a timely manner to the Scheduling Coordinator (10 min window) • Assist Volunteers in selection of Blue Vest – Return Requirements • Assist Room Monitor Volunteers in pick-up of Session sheets. • Check Volunteers out of their assignments (Vests returned). <ul style="list-style-type: none"> ○ Note any verbal feedback (send to Site Room Coordinator)
	<p>Special Assignments:</p> <ul style="list-style-type: none"> • May be assigned to Lunch duty <ul style="list-style-type: none"> ○ Report to ASQ Staff and accept direction from them • May be assigned as Backfill Monitor / Hospitality Volunteer <ul style="list-style-type: none"> ○ Quickly understand role and report to work station • May be asked to assist Volunteers in learning WCQI Event App • May be asked to become “runner” for special communications