

Hello Open House Volunteers,

We very much appreciate your willingness to help out with this important event. In addition to providing some much-needed assistance, you will also be serving as an ambassador for the Lab, answering questions, providing directions, and ensuring safety. Below are important instructions for you to follow:

Registration

All volunteers, including non-Lab “guest” volunteers, need to register. Print out a copy of your registration confirmation and bring your photo ID to gain access to the Lab by car via Blackberry Gate or to ride the shuttle bus, and to receive your t-shirt and name badge. We are at capacity with General Volunteers.

Exhibitors: Please ensure that the volunteers you’ve recruited for your area have registered at: <https://www.regonline.com/?eventID=879208&rTypeID=408937>

Entrance & Parking

For those driving to the Lab, enter via Blackberry Gate only and park in any lot except: G1, G2, H1, H2, J, K1, K2, N2, Y and Z. Roadways in and around these areas will be blocked off. Parking maps will be handed out at the gate.

Those taking the shuttle bus from UC Berkeley’s West Gate can start boarding at 9:40 a.m. Shuttles will run about every 10-15 minutes throughout the day until 2:00 p.m..

Remember, all volunteers need a printout of your registration confirmation to drive or take the bus to the Lab.

Check-In, Safety

All volunteers who are working the a.m. shift are expected to arrive at 8:00am. Upon arrival at the Lab, please go to Perseverance Hall (inside the cafeteria building) to check-in and receive your t-shirt and name badge. A safety training session will follow in the Building 50 Auditorium at 8:30 a.m. Those volunteers who check in after 8:30 a.m. will receive a safety-information pamphlet. If you bring family members with you, remember that the event will not be open until 10 a.m. and we have not made arrangements for early arrivals.

With so many people on site that day, it is very important to either attend the meeting or review the pamphlet to ensure safety protocol is understood and applied. You will also be given cell phone numbers of all the key contacts with your badge.

Assignments

A list of assignments for General Volunteers will follow this memo. Those working at a scientific exhibit, presenting talks, performing, staffing the “Ask a Scientist” table, or guiding bus tours should report to their contacts for assignments.

Food & Water

Food — including sushi, hamburgers, hot dogs, and a vegetarian option — will be available for purchase. To limit the negative environmental impact of disposable water bottles, volunteers are encouraged to bring their own water containers. They can be filled up at water stations located throughout the exhibit area.

Attire

The forecast is for mid-70s and sunny, so wear cool, comfortable clothes, a hat, and sturdy shoes. Also bring and apply sunscreen throughout the day.

Program

Please take the time to familiarize yourself with all Open House activities and their location by reviewing the event program.

<http://www.lbl.gov/openhouse/assets/docs/program.pdf>

Thanks again for participating in Open House and look forward to seeing you on Saturday, Oct. 2.