

Workshop Volunteer Script

Please read this script aloud at the start of the workshop. Each script is individualized for the specific workshop and presenter, so please make sure you are reading the correct script for this particular workshop by looking at this box →

Day
Time

Welcome to the 15th annual SolarFest. We are so pleased to see you all here today and to welcome you to one of the more than 100 workshops we are offering this year.

Today's presentation is titled:

and it is led by:

If this is not the workshop you came to hear, please check the master schedule in your festival program to find the workshop you want. I will be happy to help you after this introduction.

Before I turn this over to the presenter, I am handing out workshop evaluation surveys. It is very important for you to complete this survey at the end of this workshop. These surveys help us to continuously improve SolarFest – and we read each and every one carefully. Please complete this survey before leaving the workshop and drop it in the Survey Box in the back of this tent. If you are not able to complete it before leaving the tent, you can also drop it off at the SolarFest Information Tent anytime during the festival weekend.

In order to manage our busy workshop schedule, we ask you to leave the tent as soon as this workshop is over. This allows for the next workshop presenter to get set up and the audience to easily find a seat. Thank you for your cooperation.

One last thing. For the second year in a row, we are offering a track of workshops – called THE SOLAR GENERATION - specially designed for the pre-teens to 20-somethings who attend SolarFest. If you are at the festival with a young person, we hope you will encourage them to attend as many of these hands-on and interactive workshops as possible.

And now SolarFest is proud to introduce you to: _____
who will tell you a little about himself.

DO NOT READ ALOUD THIS BOX.

Count the number of people at this workshop and write the number here →

Drop this script into the Workshop Survey Box.

Bundle all workshop surveys and this script together with a rubber band.

At the end of your shift, bring all bundles to the SolarFest Information Booth.

Fold this paper in half so that one side says **5 MINUTES LEFT** and one side says **TIME IS OVER**.

Five minutes before the designated end time of the workshop, please hold this up the **5 MINUTES LEFT** side so the presenter can see it.

At the designated end time of the workshop, please hold this up the **TIME IS OVER** side so the presenter can see it.

**5 MINUTES
LEFT**

**TIME IS
OVER**