



INFO PACKAGE

EDMONTON VOLUNTEER FAIR 2025

Thank you for registering for the 2025
Edmonton Volunteer Fair.

This package contains information
that you will need for the event. Please
ensure that everyone at the table
receives and reviews this document.

SEE YOU AT THE FAIR!



EVO

THE DETAILS



DATE

Saturday, May 3, 2025.



TIME

The Volunteer Fair opens to the public at 10:00 a.m. and runs until 3:00 p.m.



LOCATION

West Edmonton Mall Centre Stage:
Level 1 Phase 1 in front of The Bay.
Please load your materials at entrances 24 or 32 (either side of The Bay).



SET-UP AND CHECK-IN

You may set-up as early as 9:15 a.m.
Please find your way to the Centre Stage for check-in and to receive your table location.



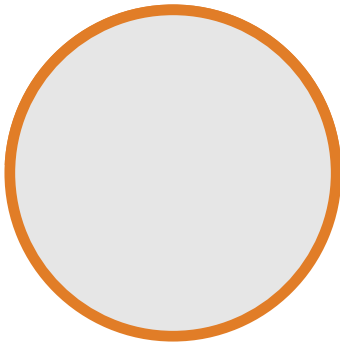
KICK-OFF

Your table must be completely set up and ready for the fair kick-off at 10:00 a.m.

QUICK REVIEW

9:15 A.M. - CHECK-IN AND SET-UP BEGINS
10:00 A.M. - VOLUNTEER FAIR BEGINS
3:00 P.M. - VOLUNTEER FAIR ENDS

FAIR DETAILS



Booth tables will run out from The Bay and wrap around the stage area.

We plan to have agencies arranged in a way that is helpful to organizations and also helps potential volunteers find tables with ease.

Please know we do our best to try to ensure that everyone is satisfied.

TABLE INFO

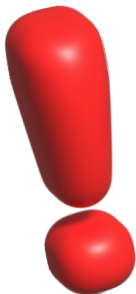


Tables are 6.5'x2.5' wide and will come with a black table covering. Two chairs will also be provided.

Due to the limited space, you may only have 2 people (staff or volunteers) attending your table at any one time.



IMPORTANT INFORMATION



- WEM does not allow balloons (helium or otherwise)
- There are no power capabilities for this event
- There is free open WIFI
- No hand written signage is allowed
- Donations cannot be solicited within the mall
- Selling of products/services is prohibited.

MORE DETAILS



ECVO TABLE

ECVO will provide resources for prospective volunteers. These will include promotions for www.volunteerconnector.org and tip sheets on how to find an ideal volunteer opportunity. There will also be maps for the public to help them find you more easily!



TRACKING ENGAGEMENT

We encourage you to track how many individuals sign up at your booths. We recommend a sign-up sheet to collect prospective volunteers' contact information.

FOOD AND REFRESHMENTS

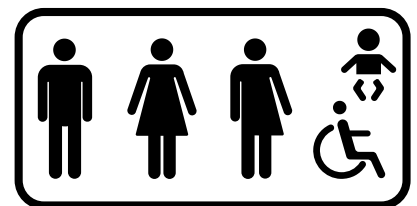
We hope to provide light refreshments at the fair. Refreshments will be for vendors only and available at the ECVO booth. For lunch we



recommend either bringing your own or making use of the nearby food court.

WASHROOMS

The nearest public washrooms are located in the food court.



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TEAR DOWN

YOUR TO-DO's

- We expect **all participants** to stay until the Fair ends at 3:00 p.m. MST.
- Please do not leave any items behind, and clear your booths in the provided disposal receptacles.
- Please do not leave any items behind, and clear your booths of any garbage or debris.
- Disposal receptacles will be provided in the Fair area.



YOU CAN HELP!

- Share information about your involvement at the Fair on social media.
- Use the hashtags **#yegvolunteers**, **#yegvolfair**, and/or **#yegnonprofits**; we'll try to promote you!



ECVO's SOCIAL MEDIA



@EdmCVO



TIPS AND TRICKS

FOR A SUCCESSFUL FAIR!

- Store boxes, bags, supplies, etc., under your table, out of sight and under the tablecloth (provided).
- Stay off your phone at the table. Potential volunteers will pass you by if they see you doom-scrolling instead of engaging with them.
- Try not to sit behind your table. Stand beside or in front and greet people as they pass!
- Display a banner or incorporate visually appealing elements to draw people in. What do you want visitors to remember about your organization? Incorporate that into your booth. Think of your table as one giant billboard!
- Remember to make sure your agency's name and logo are prominent and visible from far away.
- Have a list of volunteer opportunities that you can hand out to potential volunteers. Include a brief description of the opportunity, the hours, dates, requirements, and how they can contact your organization. This can be especially helpful if you are already engaged with someone and you are not able to really talk with another potential volunteer.
- Candy!
- Make handouts available (brochures, business cards, pamphlets, etc.) People like to gather stuff and then look it over later, but don't overdo it – if you can consolidate your info into one handout, that is best.
- Provide a sign-up sheet where people can leave their contact info. This is a really practical (but sometimes overlooked) recruitment tool.
- Know your stuff. Be prepared to answer questions about your organization, particularly about your volunteer opportunities, your recruitment process, and the benefits you provide, and even have an inspiring story or two.

