OVERVIEW. Family Weekend (formerly “Parents’ Weekend”) takes place late in February of each year on a Friday and a Saturday. The Parents’ Club does three things during Family Weekend.

1. Supplies Stanford with volunteers to check parents in, introduce speakers, hold the mic during Class discussions and usher.

2. Operates a retail sales table and a chat table.

3. Puts on an hour long show called the Entertainment Extravaganza featuring student performing groups. The Entertainment Extravaganza takes place from 4:00 to 5:00 on Saturday afternoon and is a major fundraiser for Parents’ Club. Details on this are covered in a separate job description. Parents’ Club bears some of the expenses of Extravaganza and Stanford bears some of the expenses. Parents’ Club receives the “profit” and donates it to the scholarship fund.

Other than a meeting with Stanford and Parents’ Club representatives in September, The Family Weekend Chair’s work takes place in February. Luckily, the VP of Volunteers is in charge of getting all the volunteers for Family Weekend. The Family Weekend Chair then takes over in early February and is in charge of emailing the volunteers before Family Weekend to let the volunteers know where and when they are assigned and being at Family Weekend both days to make sure the volunteers all show up, trouble shoot, etc.

Note: The Retail Sales table organization, volunteer communications, etc. is all handled by the Retail Sales Chair.

Note: Because the Family Weekend Chair essentially has no responsibilities until February, and because Stanford has taken over much of the responsibility for organizing Entertainment Extravaganza, it is pretty easy for the Family Weekend Chairs to also be the Extravaganza Chairs. This was done in 2016 and 2017.

Remember, we are very lucky Stanford lets us do the Extravaganza and set up our sales table, etc. Act professionally and present an efficient “can do” attitude.

Timeline. In late September, the Stanford Office of Special Events and Protocol will set up a meeting to discuss Family Weekend. The Parents’ Club sends its President,
President-Elect, Entertainment Extravaganza Chair, Family Weekend Chair and the VP of Volunteers to this meeting. ChiSook Hwang is the Stanford person who sets up this meeting and is in charge of Family Weekend. Jody Nyberg is in charge of working with us on Entertainment Extravaganza. Elaine Enos is in charge of the Office of Special Events and Protocol and often attends this initial meeting. The agenda for the meeting is set by Stanford and we are mostly there to see what Stanford needs, any changes they’d like, etc. We’ve been doing this for several years so it’s mostly fine tuning at this point.

In December/January, the VP of Volunteers solicits volunteers from the membership.

January/February

- Meet again with Stanford, if needed. At this time, they gave us the final numbers of volunteers they needed for each position and time, and the exact timing of each shift.

- Stanford provides a deadline on when they would like the final volunteer list with the volunteer names, emails and cell phone numbers.

- About two weeks before Family Weekend, Stanford will email instructions to volunteers who are working for them, i.e., those working at registration, conversation with parents hosts, class hosts, and Extravaganza ushers.

- The Retail Sales Chair will send instructions to those working at her table.

- Family Weekend Chair is in charge of sending instructions to volunteers working at the Chat Table and as Floaters. Floaters are extra volunteers who fill in wherever needed if someone doesn’t show up. Floaters are important!

- On Monday or Tuesday of the week of Family Weekend, the Family Weekend Chair follows up with ALL volunteers (other than Retail Sales Table volunteers) to make sure they received instructions and requiring them to confirm they are going to show up. It is very important to follow-up with volunteers if they did not confirm that they are coming. Last minute changes and cancellations do occur and these need to be filled with the Floaters. It is also important to have several floaters for every shift. You will need to notify Stanford of any changes that occur after you have submitted the final volunteer list to them. It is most important to make sure Stanford has the volunteers they need. Chat Table or Retail Sales table can give up people to Stanford if need be.

- Two weeks prior to Family Weekend, make sure that someone has ordered two cakes from the Palo Alto bakery for sampling at the Parent Chat Table on Saturday morning. Confirm that napkins for the sampling have been purchased
and recruit a volunteer to pick up the cakes and to do the sampling. There may be napkins in the Event Supplies box.

- Ensure that Parents Club signage, office supplies, Parents Club Membership Forms, clip boards, Top 10 Restaurant lists, etc. are available in sufficient quantities and will be brought on Friday morning. These items are in a box labeled “Event Supplies” and that box is currently kept by the President.

**Timeline: Thursday – Saturday of Family Weekend.**

All our volunteer activities take place in Arrillaga Alumni Center, except for the Extravaganza, which takes place in Memorial Auditorium.

**Thursday** – The Retail Sales Chair will set up the Sales Table at Arrillaga.

**Friday** – Arrive at 7:30 am to set up Chat Table. Make sure Retail Sales Chair is all set to go. Volunteers will start arriving around 8:00. Volunteers working for Stanford will check in and receive training at the Fisher Conference Center at the far end of Arrillaga Alumni Center. Retail Sales volunteers will check in there. Chat Table Volunteers and Floaters will check in with you at the Chat Table. Keep in contact with ChiSook Hwang because she will need a floater or other volunteer if some of her volunteers don’t show up. This is key! We don’t want Stanford to not have all the volunteers we promised. Contact volunteers if they are late and be ready to slot in a floater if needed. We needed to use about 4 floaters over the course of the weekend for a variety of last minute issues that came up so it is really important to have floaters ready to go. Family Weekend volunteer chair or designee should be at Chat Table all weekend. Day usually ends at 4:00.

**Saturday** – Similar to Friday except a slightly later start and you are usually finished with Chat Table/Retails Sales by early afternoon. We hand out cake samples on Saturday morning from the Chat Table so arrangements need to be made to order and pick up the two cakes that morning. Make sure there are knives to slice the cake and napkins to give each person a small piece of cake. Confirm that the Extravaganza ushers have checked in at Memorial Auditorium and be prepared to slot in a floater, if necessary.

**At the End.** After the event is over, thank the volunteers, thank Stanford, etc. Update this Job Description, if need be, and prepare a report on any special things you want to note for your year. Prepare an updated spreadsheet for the next chair to use: “Eligible Groups for 201?” and update the spreadsheet “Historical Extravaganza Groups.” Meet with the next chair.