The following are **Frequently Asked Questions** regarding the upcoming Mar 26 Denver Democrats Assembly & Convention.

**EVENT LOCATION**

Where is the location of the Assembly & Convention on March 26?

- **BELLCO THEATER** at the Colorado Convention Center
- **700 14th St, Denver, CO 80202**

![Map of event location](image-url)
Where do I park?

- There is a parking garage next to the Theater
- Surface lots are available around the convention center.
- If you are being dropped off, there is a drop off at the front of the Bellco Theater off Stout Street.

Parking Locations near Bellco Theater
Can I bring food and / or bottled water to the event?

- **NO.**
- Unfortunately, the Bellco Theater does not allow outside food or bottle water in the facility. There will be food being sold by the facility. There are locations to eat around the Theater for breakfast and lunch.
- The Denver Democrats will be providing donuts outside the Theater beginning at 6:30am for our volunteers and closing down at approximately 7:30am.
- Water fountains will be available in the location.
LOADING EQUIPMENT

Where will we load equipment on MAR 25 (day before the event)?

- We will be loading equipment into volunteer vans and trucks the night before the event.
- We will be meeting at the Denver Democrats HQ at 574 S. Broadway at 5pm.
- See Joe Jimenez and Sallyanne Ofner when you arrive at the HQ.
- We anticipate it will take approximately 2 hours to pack and load.
- Packed Vans will be stored at some of our volunteers’ homes.
UNLOADING EQUIPMENT

Where will we be Unloading the equipment on MAR 26?

- Steve Zalmstra and Joe Jimenez will be facilitating the unload of the equipment
- We will be unloading the equipment out of volunteer vans and trucks the morning of the event.
- We will be unloading equipment from the vans and trucks at the:
  - North Shuttle Drop-off to D Lobby-registration
- We will begin the unloading process at **approximately 6:15am.** We will organize equipment to be ready to be loaded on carts by Bellco Theater Workers.
- The Bellco Theater workers will be ready to take the equipment on carts into the location when the facility opens at 6:30am.
- The Denver Dems Volunteers will be aiding in ensuring the equipment is safely placed on the carts the Bellco Theater workers will be using to move the equipment into the Bellco Theater.
- We anticipate it will take **approximately 30 to 40 minutes to unload and bring to registration location.**
EQUIPMENT SET UP

What time should the Set Up volunteers be at the location on MAR 26?

- Set Up Volunteers will meet at **7am in the lobby of the Bellco Theater** to aid in set up of computers and printers up on the tables.

Where will the volunteers meet to set up the equipment for registration activities on MAR 26?

- See **Melissa Johnsen and Sallyanne Ofner** at the **lobby area of the Bellco Theater** with tables set up. They will be coordinating the physical set up of equipment.
- The tables for equipment will be set up for the volunteers and ready to be set up with equipment.
- Delegates will be registered at one set of workstations.
- Alternates will be registered at another set of workstations.
- As equipment is brought into the registration area, the volunteers will be directed to place equipment on the tables set up for the registration equipment.
- **We are anticipating completing Set up by NO LATER THAN 8:30am**
- **We may not have all equipment setup by 8:30am – but we will begin registration with the equipment that is set up at the 8:30am start time.**

How will the equipment be configured on the tables for registration?

- **Registration:**
  - We will have 8 tables (4 for Delegates / 4 for Alternates)/ Each table will be configured as follows:
  - **Delegate tables: 12 Stations (12 workstations 7 printers)**
    - 3 tables will have:
      - 3 workstations / laptops with 2 printers placed as follows
      - Registration tables will have 4 chairs –
        - Three for registration;
        - one for an individual who will be pick up the printed credentials and hand to attendees if we have enough volunteers.
    - One table will have only have 1 printer placed with 3 workstations
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- Alternate tables: 12 stations
  - 4 tables will have: (12 workstations / 6 printers)
    - 3 workstations / laptops with 2 printers placed as follows
      - Registration table will have 4 chairs –
        - Three for registration;
        - one for an individual who will be pick up the printed credential and hand to attendees if we have enough volunteers.
  - One table will have only have no printer placed

**NOTE:** EACH WORKSTATION WILL HAVE A STACK OF BLUE CARDSTOCK and YELLOW CARDSTOCK to facilitate the seating of the VOTING Alternates.

- Credentials: 2 workstations
  - We will have 1 table for credentials
    - 2 workstations and 1 printer and 2 chairs
      - 1 workstation for credentials
      - 1 workstation for access to Secretary of State

- Information Desk: workstations
  - We will use the other half of the Credential table for the two workstations
  - Information Desk is to assist an attendee in determining if they are an Alternate or Delegate so they can stand in the correct line.
  - There will be 2 chairs for the Information Desk volunteers.
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- **Administration – Application Server:**
  - We will have 1 table for administration
    - 1 desktop/server with registration application
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Alternate Lines

1 table; 10 amp
And Information Desk / 1 table / 4 workstations, 1 printer; 10 amp
4 tables 12 laptops, 7 printers
4 tables 12 laptops, 6 printers
REGISTRATION

Where do I check in to be a registration volunteer on MAR 26?

- In the Lobby of the Bellco theater at approximately 7:30am. HOWEVER, please review the SHIFT workbook to understand when your shift is for the day
- See Russ Johnson, Sallyanne Ofner and Chris Spence at the lobby area with Tables set up and equipment.
  - They will be coordinating the assignment of volunteers to different roles
  - They will provide you with a Denver Dems Volunteer T-Shirt.
    - You will return the T-Shirt when you complete your shift
- Once we have individuals organized into a role, we will begin to seat you at a registration station as it is set up.
- Roles are:
  - Registration of delegates and Alternates and Credentials Management and the credential team (2 people), along with:
    - Greeting attendees at the door to the Bellco Theater (2 people) and directing attendees to the registration area, answer basic questions such as where the theater is, when registration starts and ends.
    - Directing people to the correct line (delegate /alternate)
    - Directing people to lines ready for more attendees
    - Answering questions regarding the registration process – Application, Volunteer Assignments
  - Supply 'runner' - ensuring the registration stations have card stock and string for the credentials.
  - Information Desk — Will assist attendees who do not know if they are a delegate or alternate
- If you are a registration volunteer, we will log you into the system, show you what printer you will be using and who to contact/cell if you have questions.

When will the registration start for the event and conclude on MAR 26?

- START - 8:30am
- We recognize some of you will be Delegates, or Alternates.
  - You will not miss voting will not during the first 30 min of the meeting which starts at 10am.
- We will need as many registration volunteers to stay as long as possibly while we complete the entire registration process.
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- We will also be retaining 4-6 workstations and printer for HD and Senate district activities thru at least 4pm

Will I get training on the registration application BEFORE the event?

- YES.
- We will be doing training the week of the event. Sallyanne Ofner will be providing the training
- We will have the training at the Denver Democrats HQ offices. 574 S. Broadway, Denver CO
- Dates:
  - MAR 22, 23 and 24 @ 6pm for 1 hour
- ALSO SEE the PDF TRAINING PRESENTATION for overview of the Registration system.
How will we greet and direct attendees?

- We will have shifts thru the day with volunteers assigned.

<table>
<thead>
<tr>
<th>GREET ATTENDEES - Point to Registration Area 7:30am to 10:30am</th>
<th>Direct people - CORRECT LINE 7:30am to 10:30am</th>
<th>Direct people - CORRECT LINE 10:30am to 12pm</th>
<th>Direct people - LINES READY for ATTENDEES 7:30am to 10:30am</th>
<th>Direct people - LINES READY for ATTENDEES 10:30am to 12pm</th>
</tr>
</thead>
</table>

What will the Greeters do in the Lobby Areas?

- Tell the attendees they are in the right location and to head to the Bellco Lobby for Registration

What will the Directors to the Correct Line do?

- Direct Attendees to the correct line by asking –
  - ARE YOU AN ALTERNATE, DELEGATE OR BOTH?
    - IF an Alternate direct them to stand in the Alternate line (see the map as to where they are to go)
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- If a Delegate, direct them to stand in the Delegate line (see the map as to where they are to go)
- If they do not know if they are a delegate or alternate, send them to the INFORMATION Desk which is located by the Credentials workstation.

- At 9:45am – Line Directors will begin moving to the registration lines, and notifying the individuals in the lines that the Alternates will be seated at 9:55am and if a Delegate - to step away from the registration area.
  - All 24 workstations will be opened up to seat Alternates until 10:30am
  - Freed up Line Directors will continue to direct people to open workstations.
- At 10:30am – Line Directors will begin moving to the registration lines, notifying the individuals in the lines that the Delegates can re-enter the lines.
- We will again move to Delegate and Alternate lines

What will the Directors to a Freed up Line for Registration do?

- As a line frees up, let people know that they can step up and get in the line.
- If we have an ADA attendee (TEMP or PERM disabled), the Freed Up line director will send/walk him/her only (not the whole group) to the front of the line.
- Keep people moving as quickly as possible thru the check in process.
- Seating of ALTERNATES at 9:55am
  - Freed Line Up Directors are to ensure ONLY Alternates are accessing the Lines for ALL 24 workstations UNTIL 10:30am

How will we check in Alternates and Delegates?

- We will have shifts thru the day with volunteers assigned.
- We will have a separate Alternate line and a separate Delegate line
- Credentials will print as follows

<table>
<thead>
<tr>
<th>REGISTER Attendees 7:30 to 10:30am (24)</th>
<th>REGISTER Attendees 10:30am - 12pm (24)</th>
<th>REGISTER Attendees 12pm to 2pm (12)</th>
<th>REGISTER Attendees 2pm to 4pm (6)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Delegate – Delegate:</th>
<th>Alternate – Delegate / NON-VOTING</th>
<th>Alternate – Delegate / VOTING (Seated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• COLOR – BLUE</td>
<td>• COLOR – YELLOW</td>
<td>• COLOR – BLUE</td>
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<tr>
<td>• NO MARKINGS</td>
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</tr>
<tr>
<td>Assembly – Delegate:</td>
<td>Assembly – Alternate/ NON-VOTING</td>
<td>Assembly – Alternate / VOTING (Seated)</td>
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<td>• COLOR – BLUE</td>
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</tbody>
</table>
What if someone is an alternate and a delegate? Will they check in at the same line?

- NO
- Alternates who check in and are also a Delegate, they should be directed to the **DELEGATE LINE** for checking in as a Delegate.

Will Delegates be required to turn in their Credentials if they leave the Assembly and Convention for the day?

- YES.
- Delegates who leave the Assembly & Convention for the day must turn in their credentials at the late registration table so that an alternate may be seated.

What happens if I printed the wrong credential?

- Hand the wrongly printed credential to either Sallyanne Ofner or Russ Johnson or Chris Spence.

What happens if I have to unseat an Alternate?

- We have identified individuals to unseat an alternate. Please See Sallyanne Ofner or Russ Johnson or Chris Spence.

When are Alternates going to be seated?

- **Alternates** will be seated **starting at 9:55am**
  - We will switch our **Registration System to seating alternates at 10am.**
  - **ALL LINES** will be **OPEN FOR ALTERNATES ONLY**
  - Our **Line Directors** will notify people in line at 9:55am that **ALTERNATES SHOULD BE THE ONLY people in line.**
- **Delegate** registration will **suspend for approximately 30 min** while we seat the alternates
  - Delegate registration will **re-open when the Alternates are seated**
  - At 10:30am – **DELEGATES** who have NOT checked in will be directed back to the 24 workstations for check in
- **NOTE:**
  - **Alternates** will be seated in order of arrival within candidate preference.
  - **Alternates** must report back to check-in at 10:00 AM to find out if a Delegate slot is available.
  - Alternate seating is by House and Senate Districts.

Can I wear my candidates ‘SCHWAG’ when I am registering delegates and alternates at the Assembly & Convention?

- NO.
- We will have Denver Dem T-shirts that you can wear over your clothes.
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Can I be a delegate and also a registration volunteer?

- **YES.**
  - We are looking to have as many volunteers as possibly so we can enable delegates to work at the registration station - then get into the theater quickly to participate.
  - When you need to leave your station, please see RUSS OR SALLYANNE OR CHRIS

Can I be a campaign volunteer and a registration volunteer?

- **YES.**
  - HOWEVER – please follow the below instructions on how to go about your dual role.
  - You can split your time with registration and your candidate.
  - While registering delegates and alternates –
    - you cannot wear your candidates name or SCHWAG.
  - We will have Denver Dems volunteer Ts that you can wear over your shirt, and then take off when you work with the candidate.
  - We will need to know how much time you can provide us for registration so we can ensure we have enough volunteers to cover the registration stations.
    - NOTIFY Melissa Johnsen in ADVANCE - NOT DAY OF.
  - Alternates registration stations will be set up first.
RETAIL

Where do I go to support the Retail / Sale of Denver Dems SWAG?

- See Rita Simas when you arrive at the Lobby of the Theater.
- We need volunteers at theater by no later than 7:30am to ensure appropriate set up and training on the application to be used to process credit cards.
- Rita will provide volunteers a Denver Dem T-Shirt, and a square device for your smart phone or tablet and verify you have the Square application loaded on the system
- When you complete your shift for Retail, return your T-shirt to Rita
- NOTE: Some of our Retail Volunteers will also be assisting as Line Directers.

What equipment will we be using for Retail?

- We will need our volunteers to bring their:
  - Smart Phones or Tablets, along with power cords.
- We will be setting up your equipment with Square adapter and software.

Will there be tables in place for Retail?

- NO.
- There will be a counter where the merchandise will be placed.

Will I need an email for using the SQUARE application?

- YES.
- Please set up a separate email from your personal email for Retail activities. Will ensure you are not linking your personal email to the Denver Dems SQUARE application and/or devices.
- When complete with the Retail efforts, you can delete this email address.
BREAK DOWN and LOADING of EQUIPMENT

When and Where do volunteers go to assist in breaking down and loading the equipment into volunteer vans and trucks at the conclusion of the Assembly & Convention on MAR 26?

- See Joe Jimenez and Chris Spence at approximately 1pm in the registration area of the lobby.
- They will direct you on the breakdown of the equipment, and the loading into volunteer vans and trucks.
- We will be loading the equipment into volunteer vans at
  - North Shuttle Drop-off to D Lobby-registration
- We will retain 2 – 4 workstations/printer in place for HD and SD activities through at least 3pm
- We should complete breakdown and loading by 4pm

PLEASE NOTE:

- HD 6, 7, 8 and SD 31 and 33 VOLUNTEERS – due to contested races, it will be important for you to participate in your HD /SD meetings.
- PLEASE LET US KNOW IF YOU NEED TO ATTEND as this volunteer activity may occur at the same time as your HD and SD meetings.