

Attendance Tracker

This is a role designed to aid the Marketing Manager in getting a more accurate picture of KWF attendees. In this role, you will be asked to go from session to session, including master classes during your shift, and record important demographic information (headcounts as specified on the head count report form). You will pick up a clicker, and the form and clipboard from the volunteer lounge and discreetly make your way from event to event.

Once the audience has taken their seats you may begin to record the required head counts on the form supplied. Information required; overall attendance, and may include attendees from a certain age group or groups, and attendees of a particular gender. Once all events in your shift have been counted and recorded, return the clipboard to the Volunteer Lounge and leave the report form to a designated spot where the Marketing Manager can later collect it.