



BAY REGION ACADEMIC DECATHLON

# VOLUNTEER SCHEDULE

## SPEECH & INTERVIEW (SpIn)



Saturday, January 27, 2024

8:00 AM – 3:00 PM

SOLANO COMMUNITY COLLEGE

4000 Suisun Valley Rd, Fairfield, CA 94534

Schedule is subject to change.

06-21-2023

General Time	Description	Location
8:00 AM - 8:15 AM	Volunteer Registration _____	Conf. Room (Cafeteria)
8:15 AM - 9:30 AM	Speech Orientation & Room Assignments _____	Staff Dining Room (Cafeteria)
8:15 AM - 9:30 AM	Interview Orientation & Room Assignments _____	Conf. Room (Cafeteria)
9:30 AM - 9:40 AM	Report to Assigned Speech or Interview Room _____	Assigned Rooms
9:40 AM - 9:55 AM	Inspect Area & Prepare for Decathletes _____	Assigned Rooms
10:00 AM - 10:50 AM	Conduct Speech & Interview Testing _____	Assigned Rooms
10:50 AM - 10:55 AM	<i>BREAK [5 Minutes] IMPORTANT: Be ready to continue by 11:00 AM*</i>	
11:00 AM - 11:50 AM	Continue Conducting Speech & Interview Testing _____	Assigned Rooms
11:50 AM - 11:55 AM	Collect and Deliver Test Materials to Test Center _____	Assigned Rooms
12:00 PM - 1:05 PM	Volunteer Luncheon _____	Staff Dining Room (Cafeteria)
1:05 PM - 1:10 PM	Pick up Test Materials from Test Center & Report to Assigned Room _____	Assigned Rooms
1:10 PM - 1:15 PM	Inspect Room & Prepare for Decathletes	
1:20 PM - 1:50 PM	Continue Conducting Speech & Interview Testing _____	Assigned Rooms
1:50 PM - 1:55 PM	<i>BREAK [5 Minutes] IMPORTANT: Be ready to continue by 2:00 PM</i>	
2:00 PM - 2:40 PM	Continue Conducting Speech & Interview Testing _____	Assigned Rooms
2:40 PM - 3:00 PM	Speech: Collect & Deliver Test Materials to Test Center _____	Room 713 (Bldg. 700)
2:40 PM - 3:00 PM	Interview: Collect & Deliver Test Materials to Lead Proctor _____	Conf. Room (Cafeteria)
3:00 PM - 3:05 PM	Volunteer Check-Out with your Assigned Test Center	