

In service to Stanford, parent volunteers help welcome families at New Student Orientation in September, Family Weekend in February, and Admit Weekend in April. The Parents' Club also curates the Entertainment Extravaganza!, a revue of spectacular student performances during Family Weekend in February.

Family Weekend Chair

The Family Weekend Chair works with the VP of Stanford Events, the Spirit Merchandise Sales Table Chair, the Extravaganza! Chair, and Stanford to plan and oversee the club's Family Weekend activities. During Family Weekend, historically the last weekend in February, Stanford welcomes families from around the world to campus and offers tours, lectures, and activities for their enjoyment. It runs on Friday and Saturday, with the club's Entertainment Extravaganza! performance closing the weekend on Saturday afternoon.

Parents' Club Activities for Family Weekend:

- Supporting Stanford registration tables
- Managing welcome and information tables
- Offering family-oriented Stanford merchandise for sale
- Providing hosts for faculty lectures
- Curating Entertainment Extravaganza!, a showcase for student performing groups

Family Weekend Chair Responsibilities:

Planning Family Weekend

- Attend Stanford's Family Weekend organizational meeting to understand expectations and any event changes from prior year and timeline.
- Determine volunteer needs with the club's VP of Stanford Events.
- Coordinate volunteers:
 - Confirm Welcome Table volunteers and Floaters, providing them with detailed instructions regarding roles, responsibilities schedule and logistics.
 - Confirm and instruct Extravaganza! ushers. Reserve tickets for ushers as needed.
 - With VP of Stanford Events, fill any last minute volunteer cancellations.
- If possible, assist the Entertainment Extravaganza! team in the selection of student performance groups and attend rehearsal prior to the event.
- Coordinate to secure necessary supplies for the Welcome Table and cake sampling from the VP of Stanford Events.

Overseeing Family Weekend

- Set up Welcome Table.
- Manage volunteers: check-in, organize, and direct volunteers as they arrive for each shift. Direct floaters. Supervise and trouble-shoot as needed, making sure that the club's activities run smoothly.

- Offer cake samples on Friday morning.
- Supervise and trouble shoot as needed.
- Check in and help organize the Extravaganza! Ushers.

Event Follow-up

- Thank volunteers.
- Prepare Event Report, highlighting changes and suggesting improvements for next year.