**Orientation Video Contents Worksheet**

Highlight the items from each category you wish to include in your orientation video. Determine the total running time and calculate the time spent on each of your chosen components. You can rearrange the order in which each component you have chosen appears in the video.

Total running time: \_\_\_\_\_\_\_\_

1. Welcome (time frame in minutes: \_\_\_\_\_\_\_\_)
   * + - 1. executive director
         2. volunteer manager
         3. staff
         4. volunteers
         5. clients
         6. community
2. Mission (time frame in minutes: \_\_\_\_\_\_\_\_\_\_)
   * + - 1. statement
         2. what do we do exactly
         3. how mission benefits community
         4. how volunteer fits in
         5. what the work does-examples
         6. success stories
         7. benefits of volunteering
3. Testimonials (time frame in minutes: \_\_\_\_\_\_\_\_\_\_)
   * + - 1. volunteers
         2. staff
         3. clients
         4. community
4. Conclusion (time frame in minutes: \_\_\_\_\_\_\_\_\_\_)
   * + - 1. restatement
         2. final thoughts
         3. next steps
         4. call to action
         5. contact information