**Nighttime Translation Director:**

* Coordinate a team of volunteers to translate via the FM Radio Station into four key languages: Spanish, French, Portuguese and the next largest registered International group.
* The NTTD is responsible for the overall set up and overseeing of the translation for the Camporee. The Translation Director will make sure that all the translation equipment will be set up on site and that it is in working condition. They will also make sure that there are translators selected and on site each night for the translation.

Timeline:

2 years out:

* Make sure equipment is up to date and in working condition
* Web site is up to date with advertisement inviting volunteer help for translation.
* Be in regular contact with Nighttime Director and keep them posted with the progress of the translation equipment/set-ups and any questions that volunteers may have.

1 year out:

* Be in regular contact with Nighttime Director and keep them posted with the progress of the translation set up.

Prepare a spread sheet for translators

- Name

- Language

- Contact info

- Nights they will work

9 Months out:

* Contact translators and make sure that they are committed to come to the Camporee and go over their responsibilities, which are discussed in the bullet points below
* Be in contact with the Nighttime Director and keep them posted with the progress of the translation set up.

6 Months out:

* Be in contact with Nighttime Director and keep them posted with the progress of the translation set up.
* Continue to keep in contact with translators and make sure they don’t have any questions or changes in their plans to attend the Camporee.
* Visit with the Camporee/Nighttime team on-site, to go over the progress of the camporee translation set-up.

3 Months out:

* Be in contact with the Nighttime Coordinator and keep them posted with the progress of the translation set up.
* Continue to keep in contact with translators and make sure they don’t have any questions or changes.

1 Month out:

* Talk to all translators and make sure they understand clearly their responsibilities at the camporee.
* Make sure there are copies of the script for each language being prepared.
* Email translators about time and location for orientation meeting at the translation tent. Meeting at 3:00 p.m. on opening day. Meeting location will be at the translation tent.

1 Week out:

* Arrive on site, set up and test all translation equipment for any problems.
* Make sure all of the, “List of equipment” is at the translation tent.
* Make sure the translation tent is properly set up with fencing and signs cautioning the campers to keep clear of the translation tent.
* Email translators about time and location for orientation meeting at the translation tent. Meeting at 3:00 p.m. on opening day. Provide a map for tent location.

Opening day:

* Talk with all translators and go over the evening program and what time they need to arrive at the translation tent.
* Review how to use equipment.

List of equipment for Translation tent:

Tent

1 table for each language

1 monitor for each language

Transmitter for each Language

Antenna for each transmitter

2 Headsets and microphones for each Language

Scripts for each language

Water

Pens

Chairs; two for each table: four extra chairs