

## Pre, During and Post Event Roles & Responsibilities

Each student's role and responsibility for December 6<sup>th</sup> is outlined. Be aware that some students will see their names in more than one place. Be aware that if your name is listed in a particular category then it means that you are expected to fulfill that role/responsibility. Failure to do so will result in a failed grade for this particular component of the project. *Your attendance and participation in the event is required.*

- Students should plan to arrive by 3:00 **at the latest** to begin to help setting up.
- The event runs until 7:30. Students should plan to be at the school as late as 8:00 helping with cleaning up. **Everyone must stay until clean-up is complete!**
- Each Social Justice group is responsible for setting up their own booth.
- All students are expected to bring/invite at least one guest. This can be parents/guardians, family members, neighbors, friends, etc. Instruct your guest to sign in as "guest of" on the sign-in sheet so that we can keep track of this.
- While you are at the event you should also find time to mingle among the booths of your fellow students and the Community Service Agencies. You should be gathering information and asking questions that will help you to write the final exam for this unit. You will use the evidence that you gather to help you to write a response to the Essential Question: ***What is an individual's responsibility to his/her community?*** The final exam will be an in-class write prior to the end of the term.

### **Communications Group:**

- Place name cards on tables according to map so that service agencies can better find their tables

*Service Agency reps will begin arriving by 4:30*

- Greet service agency reps at front door, introduce yourself, show them to their tables, and make sure that their needs are met, confirm contact information/make a note of any changes.

*Event Attendees will begin arriving by 5:30; Student Greeters should be in place at Sign-In table by 5:15*

- Coordinate and assist Student Greeters during event
- Student Greeters (in **addition** to Communications Group):

### **Logistics Group:**

- Set up tables according to map by 3:30
- Help Sound & Light to get things set up (microphones in Gathering Hall and PAC, podium on stage, light on podium, screen for films...)
- Move TV with DVD player from library downstairs and set up in Gathering Hall for Nativity House booth.

### **Programs Group:**

- MCs, Greet & Coordinate Guest speakers (show them where they will sit, give them a program—go over their time in the program, answer any questions they may have, make sure they know where to sit, etc.) coordinate student speakers (show them where to sit so they have quick access to the stage, make sure they are aware of the order, etc.)
- Coordinate student ushers—ushering in guests from the Gathering Hall to the PAC; make sure programs are available for ushers to hand out to all guests as they enter the PAC.

*Event attendees will be ushered from the Gathering Hall into the PAC at 6:00. Ushers () are:*

- Assist Sound & Light to make sure films go on properly—in order, sound works, technology works, etc.

*Student Speakers should move into PAC and seat themselves in the front row prior to 6:00:*

### **Theme/Décor Group:**

Arrive by 3:00(or earlier) to begin setting up/preparing decorations.

- Blow up and tie balloons, gather into bunches, attach weights to bunches of balloons, leave in room (210) until Gathering Hall is set up and decorated.
- Help move helium tank from and back to her car.
- Help put table cloths on the tables.
- Attach streamers in between beams in Gathering Hall (leave only one opening—where the arch way is that leads to the PAC). Create a barrier using streamers in the entry on the opposite side of the stairs (to ensure that Film Festival attendees enter and exit through the side of the Gathering Hall that is opposite the PAC).
- Hang the posters on the walls along the hallway into the Gathering Hall and PAC.
- Hang the banners at the stairs and on the wall high enough to be read easily.
- Hang/attach clusters of balloons at table set-ups and throughout the Gathering Hall (only do this after the tables are all set up).

### **ALL STUDENTS HELP WITH CLEAN-UP AFTER THE EVENT.**

- Table cloths must be returned to the kitchen.
- Posters should be removed carefully and returned to the classroom (room 210). LEAVE THE BANNERS UP ON THE WALLS!!!!
- Stack and move all chairs
- Collapse and move all tables
- Roll up and return red carpet to teacher's car
- The Gathering Hall must be completely clean before **anyone** leaves to go home!!!!!!!!!!!!
- Return all Trifolds and other booth items to the classroom (210)
- Make sure that you leave the classroom **CLEAN!**