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Report to lobby - Amanda lead
Verify number of tables and placement (Amanda)

Put on tables:
Get white table cloths from tablecloth bins from Marshall Rental (8 cocktail & 11 rectangle)
Round tablecloths on student prep cocktail tables (8)
Tips sheets on the student prep area cocktail tables
CaPS tablecloth on directory table
College specific signs
College-specific directories on tables
Rectangle tablecloths on all other tables, check in, volunteer, alumni, etc

Tension barriers according to Map
Put signs on easels:
Student Prep Area
First Timer Tours
Volunteers
Alumni Photo booth
Student Check in
Other Check in
Set up Ipad kiosk for First Timer Tour

Student Prep Area:
Mirrors
Coat racks
Lint rollers
Floor Setup

Report to floor – Meghan O. floor lead

Verify number of tables and placement (Meghan)

Put on tables:
- Table numbers based on map (Meghan)
- Tablecloths on specific tables based on tablecloth requests (White/Blue)
- Tablecloths for NH
- Student Color Key
- Welcome letters
- Maps (Student Map & Venue Map)
- 1 Sanitizers unwrapped
- SWAG bags on sponsor tables
- NH/Interview Week Signs
- Interview Week Packet
- Letters taped to floor on the sides in the middle of the walkway
- Bathroom signs taped up
- Concourse signs taped up
- Lunch signs
- Employer lounge signs
Loading Dock Setup

Report to loading dock – Tyler Lead

- Need a Master parking report, stickies, sharpies, dollies, parking handouts, and bag tags
- Greet employers
- Assist with unloading materials out of car to dolly
- Write employer name on bag tag and put on materials
- Bring materials to employer tables
- Point employer in direction of appropriate parking lot (see Master list) with parking handouts
Employer Check-In/Concourse Setup

Report to concourse – Megan Pardy-Gokcu lead

Make sure concessions area pipe and draped
Handicap seating removed
Put on tables:
  - Tablecloths on specific tables based on tablecloth requests (White/Blue)
  - Tablecloths for NH
  - Welcome letters
  - Student Color Key
  - 1 Sanitizers unwrapped
  - SWAG bags on sponsor tables
  - NH/Interview Week Signs
  - Interview Week Packet
  - Lunch Signs on stairs/elevator
  - A-C floor sign taped down to floor
  - Coffee & snack signs put on tables across from employer check in table
  - Directional signs to help students walk through the Concourse
  - Set up concourse signs on easels (x2)
Parking (D Lot - Alumni)

- Report to D Lot - Vanessa lead
  - Greet employers
- Employer reminders:
  - Check in Employer
  - Did you drop off your things at the Whit?
  - Provide parking permit/info sheets
    - Have extras available
  - Explain walking directions
- Report back to logistics team
  - Any issues
Parking (Moiles Road Lot)

• Report to Moiles Lot- Raul lead
  • Greet employer
• Employer reminders:
  • Check in Employer
  • Did you drop off your things at the Whit?
  • Provide parking permit/info sheets
    • Have extras available
  • Get on bus across the street and take to wildcat statue in front of Whittemore center
  • Enter lobby and employer entrance is to your left for check in and information
• Report back to logistics team
  • Any issues
  • Number of employers getting on bus at a time
Parking (Campus Crossing Lot)

- Report to Campus Crossing Lot - Matt lead
  - Greet employer
- Employer reminders:
  - Did you drop off your things at the Whit?
  - Walk through parking kiosk if necessary
  - Get on bus in front of MUB and take to wildcat statue in front of Whittemore center
  - Enter lobby and employer entrance is to your left for check in and information
- Report back to logistics team
  - Any issues
  - Number of employers getting on bus at a time
Student/Alumni Check-In

• Check-in students
• Provide printed name tag to student
• Maintain student traffic flow
• Troubleshoot printers/computers
• Change printer paper
• Manually record alumni/staff/other attendees in spreadsheet, provide nametag, answer questions
Employer Check-In

Report to Employer Check in table on concourse

- Wear an orange volunteer lanyard
- Greet and check in employers
- Highlight employers on master sheet when they arrive
- Assist employers to tables on concourse or floor
- Take notes of any questions you cannot answer – the logistics team will be around to pick up questions
- Walkie talkie logistics team with urgent questions (i.e. invoice, parking, lunches)
- Will have another Master sheet for lunches, if more than what is on table verify how many representatives and let them know they will be charged $30 and mark it down
Floater

- Check in with volunteer table throughout your shift
- Be open and flexible to help in any area needed during that time
- If you are no longer needed in a specific area, check back in with the volunteer table
Loading Dock Break Down

Report to Loading Dock- Tyler lead

• Take dollies around floor to pick up employer materials
• Use stickies to label employer goods
• Assist loading employer cars
• Refer to master sheet to remind employers of bus/shuttle and what lot they are located in
Floor Break Down

Report to Floor

• Take off all tablecloths and put in bins
• Pick up trash
• Bring any employer materials to be shipped to loading dock
• Collect signs
• Load staff cars
Check-In Break Down

Report to Student Check In
• Pack up computers and swipers
• Retract tents and barriers
• Collect signs
• Pick up trash
• Load dollies at Employer Info table and transport to staff cars
Student Prep Break Down

Report to Student Prep area

- Breakdown signs
- Collect tablecloths
- Pick up trash
- Collect directories
- Load dollies at Employer Info table and transport to staff cars
Employer Info Break Down

- Collect signs and tablecloth
- Pack up computers
- Load dollies and transport to staff cars
Concourse Break Down

• Collect tablecloths and signs
• Consolidate employer materials to be shipped
• Pick up trash
• Load dollies at Employer Info table and transport to staff cars