

LOTQ Plans and Procedures

Setup

For setup, we will need to take the sga tablecloth, banner, and leftover stickers from the SGA closet in Levering

1. To access the closet, speak to the person at the front desk, the closet is the door on the far left, behind the stacked chairs.
 - If you are confused, please find a member of programming or an exec member to guide you.
2. We will also need to pick up LOTQ sweaters, stickers, and a poster board from the Lab
 - Go in teams of 2 or 3
3. One person must pick up the Krispy Kreme donuts and make sure they are brought to the table.

Miscellaneous items needed

- A dry-erase marker for writing in the spin wheel
- thumbtacks
- post-it notes
- pens
- pencils
- markers

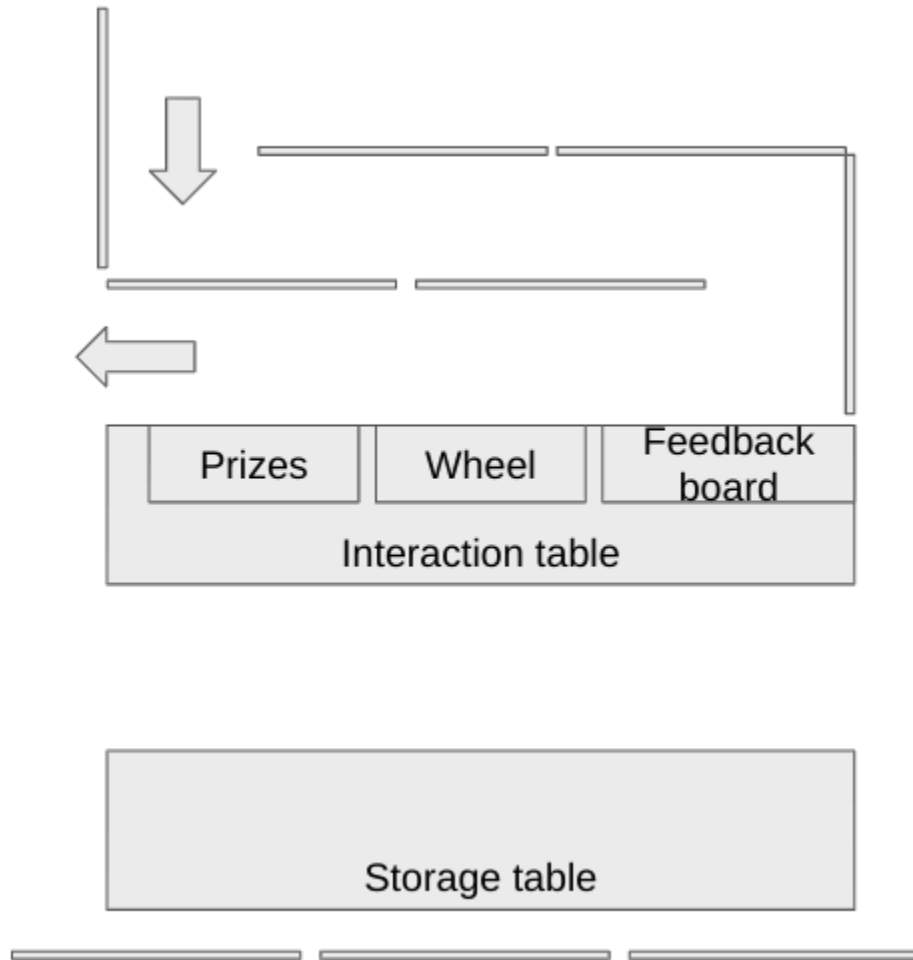
Tabling

Hey, this is the *important* part!

1. Make sure a volunteer is enforcing a line that looks similar to outlined in the Map.
 - a. This is so we don't get overrun
2. To receive a sticker or sweater, a participant must have given feedback on the feedback board and spun the prize wheel.
 - a. One of you must be recording feedback received whether that be on the board or on this document in the "Feedback" section
3. Write in "sweater" in one of the slots of the wheel. Write in "sticker" for rest of the slots.
4. Hand out the respective prize.
5. Feel free to take pictures of winners (or in general) for the Instagram

The participant first meets the volunteer at the feedback board, then they move to the left and meet a volunteer at the wheel, lastly, they meet the volunteer that hands out prizes and donuts.

Map



*note: we only have one table confirmed and that will be the interaction table. We will be using ropes or racks to block the table from behind

Take-down

1. Fold the tablecloth
2. collapse the banner
3. Pack up the stickers and spin wheel
4. Bring everything leftover (non-food) back to the SGA closet in Levering
 - a. this excludes the table and tent as well

Thank you for ensuring a wonderful LOTQ and see you all next semester! Enjoy the fireworks!

Feedback