

Sorters:

Madison - Check in by 7:50

Caitlin - Check in by 8:45 - see also Jury Foreman Assist.

Antonio - Check in by 8:45 - see also Jury Foreman Assist.

Abigail - Check in by 8:45 - see also Jury Foreman Assist.

Breakfast: Eat before working 8:00 am

Snacks: Don't have food or drinks near computers. Take 5-10 min break one a time as needed.

Lunch: In shifts 11:30-12, 12-12:30 and 12:30-1:00

Control Room Operator Name – Kristi Haullbauer.

Head adult worker: Lori Aguilar - go to Lori first with any questions. She can relay back to Bernstein or send a Remind message to Mrs. Bernstein.

SORT HELPERS:

Student Helpers – 7:50 - 1:30pm

Stationed outside of technology office/library hallway – verifying artwork through computer and sorting to correct division

- **Artworks must have a GREEN or ORANGE sticker. If it does not have a Green or Orange sticker, set aside in the PROBLEMS pile.**
- **Enter number on the GREEN or ORANGE sticker**
 - **Verify the**
 - **artist name,**
 - **title,**
 - **entry number, and**
 - **division.**
 - **If all checks out, the GREEN sticker artworks are then placed by division on the indicated tables by the courtyard windows.**
 - **ORANGE sticker artworks will be placed outside the library table labeled something like: ORANGE sticker artworks here.**

Once all artworks have been taken to the correct gyms, please assist with returning tables and chairs from the library hallway to correct locations and taking down event signs and keeping them together. Leftover snacks, food, and all event signs need to be brought back to Bernstein's room 1106.

If you are available at 2:00 pm, student workers and adult workers will need to escort and guide ALL viewers out of the gyms. The adult workers and student workers BOTH need to block the entrance of the gyms to keep everyone out during the area selection process.

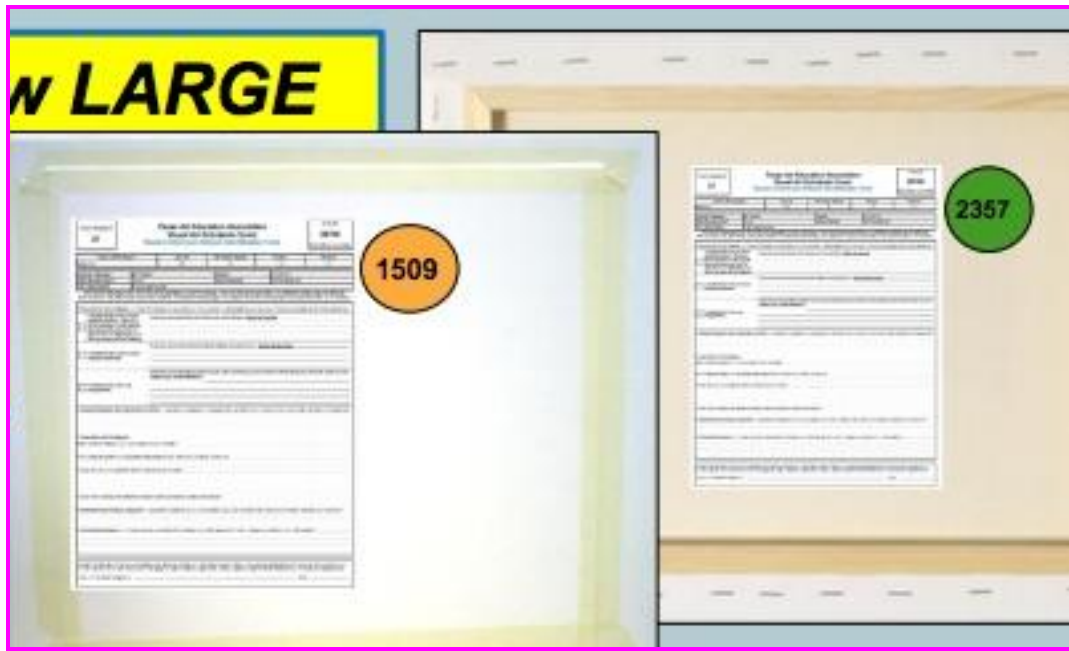
At 4pm, all student workers still volunteering will be asked to report to the cafeteria to begin shutting down the cafeteria by stacking all chairs, collapsing all the tables and placing

everything in the hallway for custodians to clean the floors. Some tables and chairs may come from other rooms. Pay attention to any signs on the tables/chairs for correct location.

Around 4:30/4:45pm (wait for Remind message for exact time) report to the gymnasiums. You will assist in organizing the student artwork in the gymnasium according to the stickers on the outer covers. Each of the artworks (flat work only, do not touch sculptures!!) will have a sticker on the outer cover with a teacher's name and school logo/mascot on the label. Separate each of the teacher's names into a pile on the gym floor. Please be diligent and careful while organizing the artworks. Please do not damage them!

If you still want more hours, stay to the end because the gyms still need to be shut down and cleaned out.

*****YOU MUST CHECK IN AND OUT ON THE CAFETERIA STAGE IN ORDER TO GET VOLUNTEER HOURS!**



TAEA Region 4E	<div>APPROVED</div> <div>Student</div> <div> <div> <div>Last Name, First</div> <div>Teacher: Last, First</div> <div>Title:</div> </div> <div> <div>Entry ID 12345</div> <div>Room 00000</div> <div>Time Slot: 8:50</div> </div> </div>	<div>Division</div> <div>4</div>	<div>Entry ID</div> <div>12345</div> <div>For Office Use Only</div>
--------------------------	--	---	--

Name of Participant	2D / 3D	AP / Dual / Studio	Credits	Electronic Device Required?
				<input type="checkbox"/> YES

Teacher / Sponsor:		School:	
TAEA Membership #:		School District:	
Title / Description:			