

Door Monitoring Instructions

- Position yourself just inside the entry doors to the ballroom where you have a good view of all exits.
- Every shift will have at least two people.
- Board of Directors members (rose ribbons) are allowed in at all times.
- Please make a trash run through the Exhibit Hall at the conclusion of each shift.
- **Students are not allowed to leave with their projects until Saturday afternoon unless they have an orange Excused Slip signed by the CSEF Director.**

Thursday Monitors:

- Beginning at 11:30 a.m., only judges (yellow and red ribbons) are allowed in the exhibit area.
- At 1:30 p.m. only Finalists and judges are allowed in the Exhibit Hall.

You are authorized and required to turn away people who aren't wearing the required name badge and ribbon

Friday Monitors:

- The last shift of the day will need to help close up and collect signs. Please make sure all people are out of the Exhibit Hall. The LSC Event Planning Office will be notified to lock the doors at 5 p.m. Most of the CSEF staff will be headed to the Awards Ceremony venue before 5 p.m.

Saturday Monitors:

- Tear down may begin at 11 a.m., don't stop anyone from dismantling their project, **but encourage people to stay for the pizza party.**