

CSEF Headquarters Monitoring Instructions

- Once Finalist Check-In is complete on Thursday, be sure to:
 - Tear down the registration area and move everything into the Registration Booth.
 - Put out extra CSEF Programs, maps to the Awards Ceremony site and other such informational fliers.
 - Assign numbers to the Poster Art Contest entries and hang them in the designated spot outside the Registration Booth.
 - Change the signs outside the Registration Booth and Exhibit Hall as needed.
- Extra tour tickets will be brought to the Registration Booth and people can still buy them through Thursday as they are available. DO NOT sell more tickets than there are spots available on the sign-up sheets and/or printed tickets.
- After 11 a.m. on Thursday, you will be in charge of checking-in Volunteers – please see the Volunteer Check-In Instructions for further details.
- A list of FAQ's and the answers to them will be available for your reference. You don't need to be the information desk for the entire student center. If the question is not CSEF related, feel free to direct the questioner to the Lory Student Center Information Desk on the first floor. Please add to the FAQ list as needed.
- If someone needs to talk with the CSEF Director, first look in Room 322 LSC and if she isn't there, you can call 970-222-4418.
- On Friday, by 2 p.m., a tally of the Poster Art Contest and Student Choice ballots needs to be made and given to the CSEF Director.
- On Saturday, put out the Door Prize Ticket container for ticket submission by the Finalists prior to 11:30 a.m.
- Organization of the Registration Booth and the items from previous day(s) is greatly appreciated.
- The last shift of each day will be required to close the windows of the Registration Booth, collect signs and sign stands and make sure all doors to the Registration Booth are shut and locked.