

Volunteer Check-In Instructions

- Before the CSEF, please familiarize yourself with the entire list of volunteer assignments, the CSEF schedule and the Lory Student Center map.
- Using the daily lists (Thursday, Friday or Saturday), check off that the volunteer has checked in for the day.
- Give the volunteer their nametag (if they don't already have it from a previous day). These will be separated by the day the volunteer will first be working.
- CSEF pins will be attached to their nametag.
- Offer the volunteer a CSEF T-shirt – they will have names pinned to them (people whose names are highlighted should be picking up their shirt that day).
- Direct the volunteer to the room and/or person they are to report to for their job.
- Remind everyone to:
 - Recycle their name tags. If the volunteer will be returning for a later shift or the next day, be sure to put the nametag into that day's box so we can find it again.
 - Double check the contact information that is listed for them.
 - Check-in each day they will be working so we know that their job is covered.

Thursday

Volunteer Assignment	Report To:	Person-in-Charge
CSEF Headquarters Monitor	Registration Booth	
Display & Safety Inspectors	Grand Ballroom	
Door Monitors	Grand Ballroom Entrance	CSEF Headquarters Monitor on duty at that time
Exhibit Area Set-Up	Grand Ballroom	Jim Sites & Bob Morrow
Finalist Check-In	Grand Ballroom Foyer	Judy Prester & Laura Ussery
Grand Awards Judges Check-In	LSC Theater	Nancy Vaughan
Official Photographers	Grand Ballroom	Andrew Warnock
Project Drop-Off	Library Parking Lot	
Special Awards Judges Check-In	North Ballroom	Sam Bartlett
SRC Interviews	Room 308/310	Lucy Adams & Jennifer Hellier
Tour Ticket Sales	Room 322	Sheridan Sumouske

Friday

Volunteer Assignment	Report To:	Person-in-Charge
Awards Ceremony	Timberline Church	Courtney Butler
Awards Ceremony Set-Up	Room 322	Courtney Butler
CSEF Headquarters Monitor	Registration Booth	
Door Monitors	Main Ballroom	CSEF Headquarters Monitor on duty at that time
Tour Guides	See Tour Schedule	Sheridan Sumouske

Saturday

Volunteer Assignment	Report To:	Person-in-Charge
CSEF Headquarters Monitor	Registration Booth	
Door Monitors	Grand Ballroom Entrance	CSEF Headquarters Monitor on duty at that time
Celebration Party	Grand Ballroom Foyer	
Tear Down Monitors	Grand Ballroom	Sheridan Sumouske