



# EVENT ASSISTANT

## ORIENTATION

BEFORE SLC:

ASK YOUR ADVISER TO PROVIDE THE COMPETITIVE EVENT GUIDELINES FOR YOUR EVENT; READ THEM.

THURSDAY, 3/19: ATTEND ORIENTATION AT 1:00 IN BALLROOM C OF THE SUB; BRING A PENCIL.

FRIDAY, 3/20

- REPORT TO YOUR EVENT AT 8:15. YOU WILL BE:
- ESCORTING AND INTRODUCING ENTRANTS
- TIMING THE PRESENTATION; HOLD UP THE 1 MINUTE WARNING SIGN.
- YOU WILL BE PROVIDED WITH A TIMER; NO DEVICE NEEDED
- TIMING THE Q&A; HOLD UP THE 1 MINUTE WARNING SIGN.
- TIMING THE EVALUATOR COMMENTS; HOLD UP THE 1 MINUTE WARNING SIGN

**THANK YOU FOR VOLUNTEERING!**