**Registration and set up (Helga and Shawna’s list of jobs)**

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| **Job Descriptions** | **Done** |
| Decorating the entrance hall (morning of first day) |  |
| Setting up tables (morning of fair) |  |
| Organising poster location (morning of fair) |  |
| Registering--checking people in, handing out name labels, checking name/title etc spelling, telling folks where to go |  |
| Security (keep the keys, lock up on night #1, open up on next morning, lock up in evening, ensure nobody enters during judging) |  |
| Facilitate any needs during the fair (e.g., young folks who need their parents, participants who need water) |  |
| Take photos at posters and awards ceremony; Bob makes posters and a DVD of photos |  |
| Put away tables etc. and clean up venue (others help) |  |
| Creating envelopes for awards and thank you letters (in advance) |  |
| Creating labels (in advance); I think these just have location on (like P1, J10)--so don't need names |  |
| Creating envelopes for awards and thank you letters (in advance) |  |
| Labels for judges and other volunteers |  |