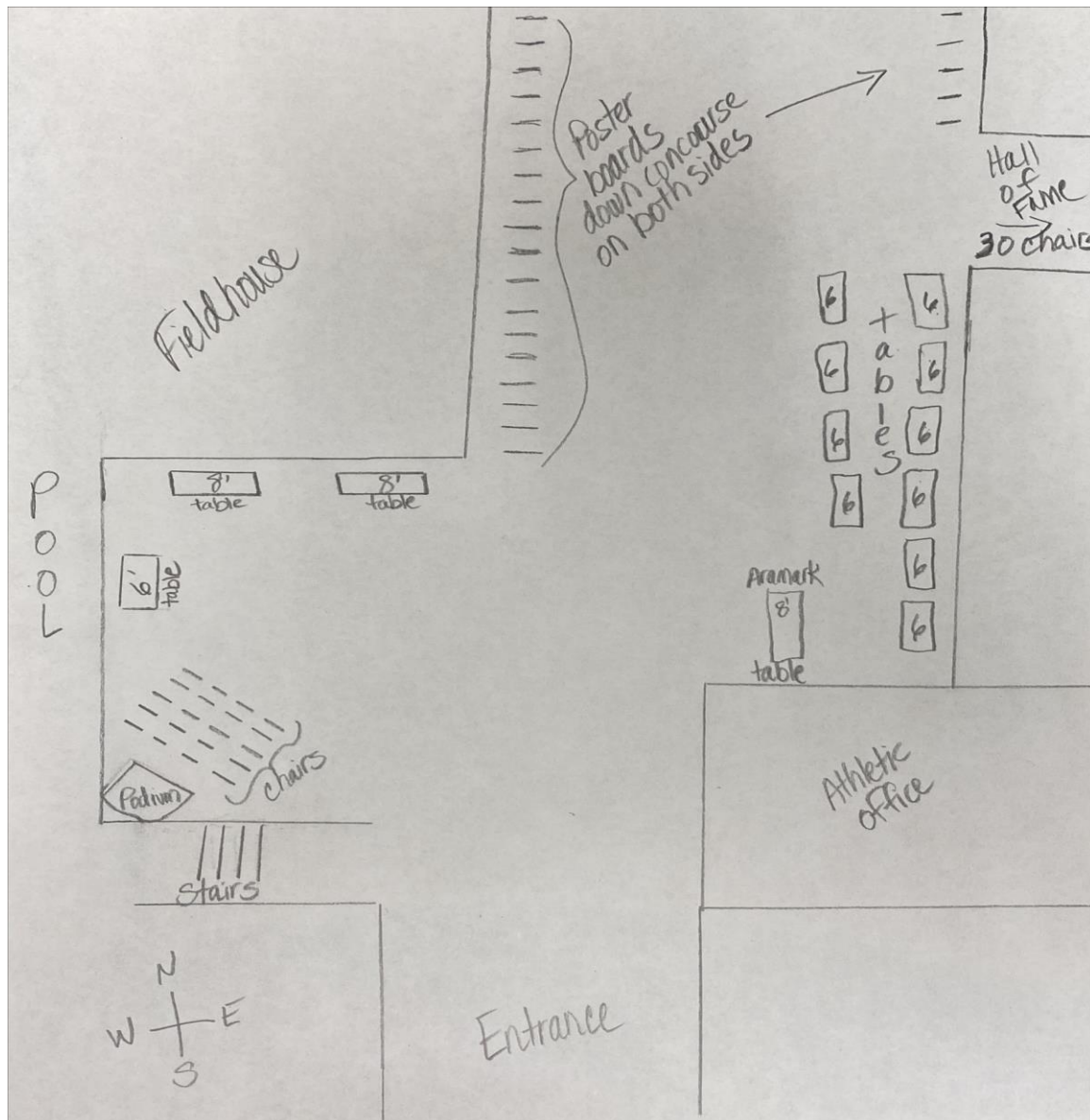


# 2022 Scholars Day WORK ORDER

Monday, April 25

## Maintenance

1. Between 8 am – noon, deliver 2 - 8' and 11 - 6' tables (with the potential of a few more needed), 50 chairs, all (30) poster boards and all clips (located in Stockdale Office in closet in backpack hanging on a hook) to Huff Concourse with set-up as below. See diagram for layout below.



- a. Place 1 serving table on the south-east corner of the concourse, north of the office windows, long ways going north and south next to support beam.
- b. Place 20 chairs lined facing podium swimming area windows with podium in south-west corner in front pool glass.
- c. Line up 30 chairs in Hall of Fame Room.

## **Tuesday, August 26**

### **Campus Safety**

1. Please unlock south Huff doors by 7am for set-up.

### **Maintenance**

2. Place up to 4 trash cans in Concourse – 2 closer to food table and 2 near the north side entrance.
3. Remove tables, chairs, poster boards, clips and trash cans beginning at 3:45pm.

### **AV/Sound**

1. Set up screen, computer and project at 12:45pm in Hall of Fame Room.
2. Set up microphone/speaker on podium (corner by pool).
3. Equipment removal at 3:15pm.

### **IS**

1. Set up laptop computer with additional 24”/32” monitor by 12:45pm. (Ethan to work with Brad on location of setup.)
2. Equipment removal at 3:15pm.

### **Aramark**

1. Set up for refreshment table located at south-east corner of the concourse, north of the office windows with table covering and skirt.
  - a. Serve half food of assorted cookies, brownies, cheese tray with pita chips & crostini, water and coffee/decaf at 1pm and serve the half at 2pm.
  - b. Replenish water and refresh coffee/decaf as needed.
2. Tear down at 3:15pm.