

Workshop: _____ Presenter _____

Helpers: _____

Times: A 9:55-10:40 B 10:45-11:30 C 11:35-12:20 D 1:30-2:15

Your jobs:

- Greet your guest at the agreed time in the lobby if you can and bring them to the right room. If you can't meet them, get to your A workshop by 9:45. Help them get set up.
- Take attendance for each session by checking off names on the attendance list. Write in anyone extra who shows up. You can allow extras if there is room but do not exceed the max number in ().
- Help the presenter keep track of time. Let them know what time the session ends and ask if they want a 5 minute warning.
- At the end of the session:
 1. Ask if anyone is willing to write a short sentence on an index card to complete one of these prompts, and put any completed cards in the envelope:
 - "This workshop was interesting because....."
 - "A Safety Fair like this is valuable because....."
 - "This event would be better if....."
 2. Give every student 2 raffle tickets (and take 2 for yourself for each workshop you help with - no extras!!). Tell them to write their name on the raffle tickets CLEARLY and put them in the jars of prizes they want to win (jars are in the lobby).
 3. Tell people to go to their next session. There is a list in each room showing where people should be> If they are not signed up for a session, they can go to any that are not full or to the lobby for instructions.
- At the end of session C, show the presenter to the cafeteria (or gym if they are running an information table) and tell them they are welcome to get lunch 'on us'. They can just tell the cashier they are with the Safety Fair. At lunch time, remember to put your tickets in the prize jars so you can win prizes later.
- At the end of the day, thank the presenter, help them clean up and show them to the lobby or auditorium if they are staying for the assembly. Then get to the assembly yourself by 2:30 so you can win prizes!