Start Time: 7:00 AM Conference/ Tech **Industry Relations** Marketing Student Services Budgeting / QC / HR Carrist Arrive to Arrive to Speakman Hall room 327 7:00 AM Hall room 327 Hall room 327 ck up car ick up cart ick up car ick up cai Set up Mai Entrance/ Signage Set up Main Entrance/ Signage Set up Main Entrance/ Signage 7:30 AM Set up roon 200 Set up room 200 Set up room 217 Set up room 217 Set up rooi 217 Information packets on tables Video: how to get to the Informatio Easels/ Signage Spotify playlist on TV Set up coat racks Set up coat racks Set up coat racks 8:00 AM Linen tables Signage Signage Set information packets on tables Set informatior packets on tables Set up employer registration Set up employer registration Set up Camera & Ti pod Logos on tables Logos on table Raffle signage Raffle signage Logos or tables 8:30 AM iPads professiona EPA attire professiona EPA attire professiona EPA attire Set up Sign-in sheet/ whiteboard for photos Employer check-in / Name tags Red vases/ Help with raffle Red vases/ help with raffle Greet Katalyst outside Power/ reen setu 9:00 AM Test QR codes Beauty birds Wifi sheets Help wher needed Beauty birds Lead registered employers Unloading Employer Cars/ Greeting Unloading Employer Cars/ Greeting delp unload employer cars/ greeting Help unload employer Employer check-in/ Name tags Employer check-in / Name tags Help with signage Help with signage Order name badges Order name badges employers with coats and bags 9:30 AM Wifi sheets cars/ greeting coat room, bag check Unloading Employer Cars/ Greeting Lead registered employers t coat room Help unload Help employers with coats and bags Help unloa registered employers t coat room/ bag check Employer check-in/ Name tags Employer check-in / Name tags 10:00 AM employer cars/ greeting employer cars/ greeting Lead registered Unloading Unloading Lead Help unload Help unload Employer check-in/ Name tags Employer check-in / Name tags Help setup Help set up Employer Cars/ Greeting Employe Cars/ Greeting Final tech test Final tech test Help where needed Help wher needed 10:30 AM Final tech test coat room bag check Cherry Pantry Cherry Pantry Employer check-in/ Name tags Employer check-in / Name tags Student Registration Coat root Student Registration Student Registratio Cherry Pantry Headshots room 200 D Headshots room 200 D 11:00 AM BREAK BREAK BREAK Raffle BREAK Floating/ Human Arrow Floating/ Human Arrow Floating, Human Arrow Floating Human Arrow Coat room 217 Headshots room 200 D Headshots room 200 D 11:30 AM Cherry Pantry BREAK Floating/ Floating Floating/ Floating Student Registration Student Registratio Headshots room 200 D Student Registratio Headshots Raffle BREAK BREAK BREAK BREAK Human Arrow Human Arrow Human Arrow Human Arrow Coat room Pretzels/ Thank yous Pretzels/ Thank yous Pretzels/ Thank yous Pretzels/ Thank yous Student Registration Student Registration Headshots room 200 D Student Registration 12:30 PM BREAK Headshots Raffle BREAK BREAK BREAK Cherry Coat room Floating/ Human Arrow Floating/ Human Arrow Floating/ Human Arrow Floating/ Human Arrow Headshots room 200 D 1:00 PM BREAK BREAK Student legistratio BREAK Cherry Pantry Coat room 217 BREAK Headshots room 200 D Student Student Cherry Pantry Student Coat room 217 1:30 PM BREAK BREAK Human Arrow Human Arrow Human Arrow BREAK Raffle BREAK Headshots Registratio Registratio Registration 2:00 PM Break dow Break dow Break dow 3:00 PM Break down Break dow