

Summit Duties

Welcome to Summit/Joyner/ ECU (8:30 am)	Dr. Boyer
Introduction for Ann Martin (2:00 pm)	Robert James
Packets/Bags/Water in Facilitator Bags	Holly/Amy/Students
Name tags/Signage for Summit	Amy/Dawn
Lunch Ordering/Registration	Amy/Holly
Registration Table/CEU	Alan/Hazel/Holly/
Ice in Coolers on Friday	Dan/Amy
Drinks set-up in coolers (Late Friday Afternoon)	Dan
Decorations/flowers	Susan/Linda
Lunch Setup	Maliha/Hazel/Linda/ Holly/
TRC Desk Duty	Dawn/Rebecca (?)
Parking Permission	Hazel
Parking Bags/Permits for Vendors on Friday	Hazel

Candy set-up in rooms

Holly/Student

Outside/Inside for directions

***Outside Parking Lot
(7:15 am-On day of the
summit)-Dan**

***Bottom of Stairwell
(7:30 am and when
sessions change)-Maliha**

***Top of Stairwell
(7:30 am and when
sessions change)-Susan**

Door Prizes

Susan

Vendor Table Set-up

Susan

Technical Troubleshooting

Carol Wade

Collection of Evaluations

Susan

Other considerations:

**Arrange for time off during the week to accommodate extra
time and Saturday!**

**If you have a clean cooler, please bring it so that we can use it
for the summit. We will need around 6 coolers.**

**Clear your schedules to be available to begin setup on Friday
at 12:00.**

Be Here at 7:00 am!

Wear your TRC shirt and name tag! We will have orange and lime green safety vests for each volunteer in keeping with the construction theme.

Bring your cell phones for communication purposes during the summit!