

## Job Description for Set-up

### Before the Conference

Make sure that all of your faculty members are available for set-up at 4:30 PM on the Wednesday prior to teacher's conference. The principal will be responsible for excusing you due to other duties. A group of 10-12 people will make this a 2-3 hour job.

### Wednesday Prior to Conference

Gather in the lobby by the tree.

A member of the Executive Committee will assist you in organizing staff to do the following:

1. Placing signs outside of classrooms where sectionals will be held.
2. Making sure each room has the proper audio-visual equipment.
3. Moving chairs from the cafeteria to appropriate classrooms.
4. Moving tables from the cafeteria to the auxiliary gym.
5. Setting up registration tables and Guest Relations tables.
6. Help put together general conference information.
7. Setting up the cafeteria, library or gymnasiums for conference sectionals.
8. Setting up coffee and soft drinks for the morning.
9. Placing coat racks in the lower hallway.
10. Placing no parking signs where necessary.
11. Enjoying fellowship with other called workers.

Resource person:

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