

Job Description for Take Down

Before the Conference

Make sure that all of your faculty members are available for take down at 1:30 PM on the Friday of 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 1 hour job.

Friday following 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. Remove signs outside of classrooms where sectionals were held.
2. Return audio-visual equipment to its origin.
3. Moving chairs from the classrooms back to the cafeteria.
4. Move tables from the auxiliary gym to the cafeteria.
5. Take down registration tables and Guest Relations tables.
6. Put away general conference information.
7. Returning the cafeteria, library or gymnasiums to preconference condition.
8. Putting away coffee and soft drinks.
9. Putting away coat racks in the lower hallway.
10. Removing no parking signs where necessary.
11. Clean up the auditorium.
12. Enjoying fellowship with other called workers.

Resource person:

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