swilson@oak.edu

Good morning, colleagues, I'm pleased to convey that we have 242 high school students and their chaperones coming to our campus on Wednesday, February 8th for our second annual Scholastic Contest! Due to the increased number of participants, we need to adjust the room locations, so I am attaching an updated event registration form.

Maintenance \* Set up four 6-foot tables (two on each side of the hallway) of the lower-level entrance of the Johnson Center. One set will be for the Continental breakfast , the other set will be for check-in of students and delivering bags with folders and t-shirts to the chaperones. \* Ensure the large blue OCU backdrop is hanging on the wall opposite that lower-level entrance, so photos can be taken of each team as they arrive. \* Set up a podium with microphone at the base of the bleachers in the Johnson Center for the Welcome Address and Award Ceremony \* Set up two 6-foot tables at the upper-level entrance to the Johnson Center Gymnasium for the bagged lunches. \* Set up one 6-foot table beside the podium before the Award Ceremony to hold the trophies

IT \* Coordinate with Todd Mosby regarding any speakers he needs to play music before the Welcome Address and during lunchtime \* Equip the podium with a microphone at the base of the bleachers in the Johnson Center for the Welcome Address and Award Ceremony \* Coordinate with Wes Whitehouse to make sure he has all he needs to record the Award Ceremony via Facebook Live

Admissions \* Four 6-foot tables (two on each side of the hallway) will be set up on the lower-level entrance of the Johnson Center. One set will be for the Continental breakfast, the other set will be for check-in of students (Elaine Pauw and Andrea Boyle) and delivering bags with folders and t-shirts to the chaperones (Admissions staff). \* Please cover the table beside the podium with an OCU cloth and arranging the trophies at lunchtime

Catering \* Four 6-foot tables (two on each side of the hallway) will be set up on the lower-level entrance of the Johnson Center. One set will be for the Continental breakfast. \* Two 6-foot tables will be set up at the upper-level entrance to the Johnson Center Gymnasium for the bagged lunches. \* Do you want me to arrange helpers for your transportation/setup of the breakfast and lunch?

Proctors \* Student volunteers will meet you at your classroom with exam booklets, scantron forms, pencils, and calculators before each exam session. Please refer to the attached exam schedule for your room locations. \* Similarly, student volunteers will come to retrieve the exam materials from you before you leave the exam rooms.

Photography (Audrey Sparks) \* The large blue OCU backdrop should be hanging on the wall opposite that lower-level entrance of Johnson Center, so please take photos of each team after they check in. \* Please take plan to take photos of the trophies being awarded to the schools at the end of the Award Ceremony. \* Feel free to take other photos throughout the morning that Todd Mosby could use for a post-event media release.

Thank you all so much for your collaboration to make this event possible!

Sincerely, Sarah

Dr. Sarah B. Wilson

Director of Honors Program

Faculty Assembly Chair

Associate Professor of Chemistry

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[OCU\_Shield] Enter to learn. Go forth and serve.

Good afternoon, colleagues, After conferring with Erin, we decided to keep lunch served in the Dining Hall. All other details remain the same as provided earlier today. We have 242 high school students and their chaperones coming to our campus on Wednesday, February 8th for our second annual Scholastic Contest! Due to the increased number of participants, we need to adjust the room locations, so I am attaching the final event registration form.