

# Check-in/Mentor Connections Script April 18th

\*This is a packet on everything that needs to be done for check-ins.

Training: 10:00 a.m. - 11:00 a.m. @ MC Ballrooms

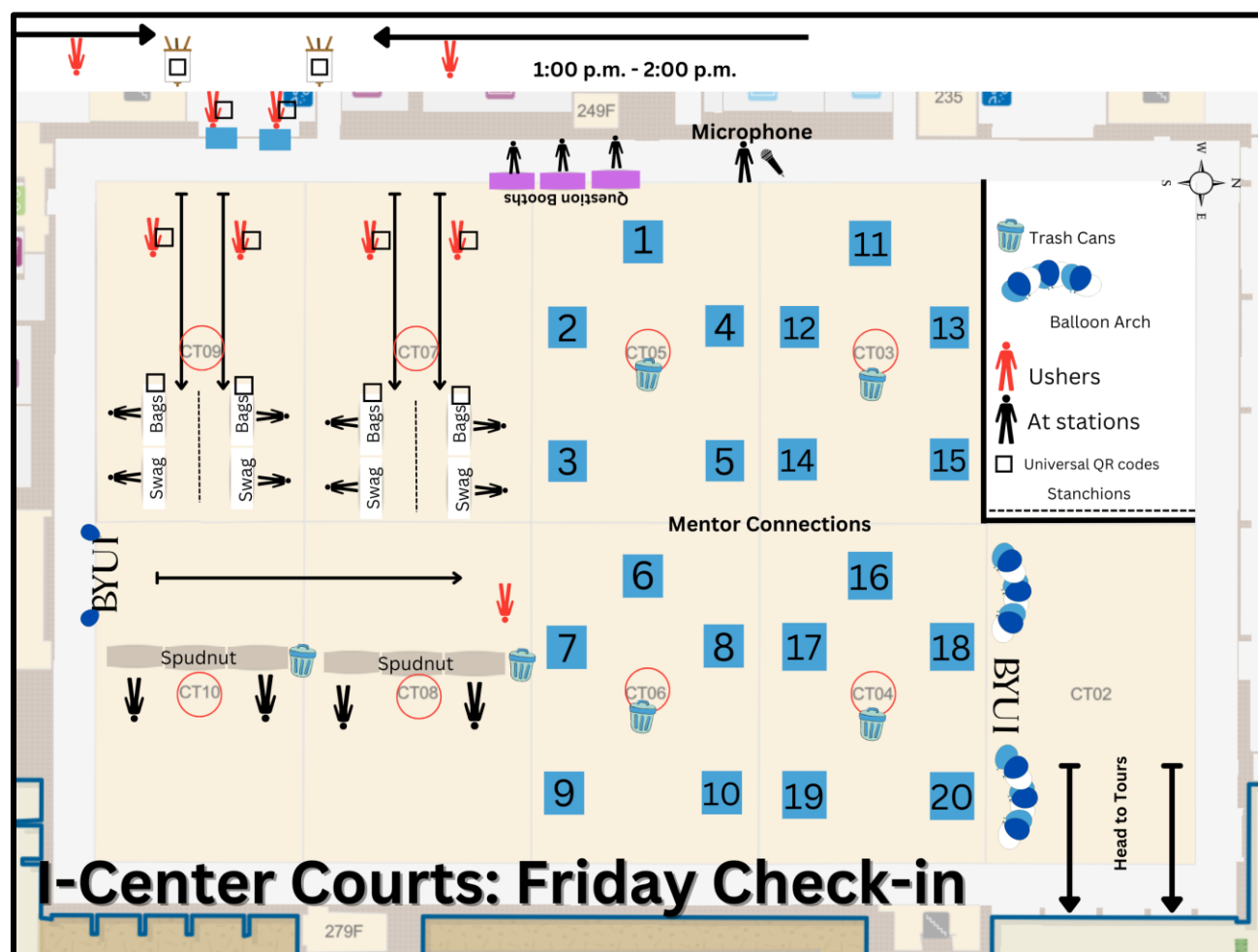
Lunch: 11:00 a.m. – 11:45 a.m.

Set-up: 11:45 a.m. – 1:00 p.m. @ I-Center Courts

Check-ins Start: 1:00 P.M. - 2:00 P.M.

- 1:00 p.m. - 1:30 p.m. Check-ins
- 1:30 p.m. - 2:00 p.m. Mentor Connections
- 2:00 p.m. Head to Tours

## Overall Map and Traffic Flow and Set-up



I have made an overall map of how the setup should look for check-ins. Students need to scan the QR codes that are available in several locations, which are shown as squares on the **map above**. We will be doing check-ins and Mentor Connections in the I-Center Courts

## **PAM Crew**

### **Set-up and Responsibilities for Bag Table**

**\*People needed to set up x 3. All decor items will be in one bag.**

**\*People needed to man the station during the event x 4**

1. **Tables x 4:** Two tables need to be set up vertically on court 09 and two on court 07 at about mid-court. (*See the overall Map above; Court numbers are circled in red*)
2. **Tablecloths x 4:** All bag tables should have BYU-I blue tablecloths. (*See reference photo A1*)
3. **QR Code x 4:** Tape a QR code to the end of each of the bag tables, facing the entrance. (*See reference photo A1*)
4. **Bags:** Bags will be prepacked with flyers and brochures for the students. Neatly organize them on the table so that students can walk by and grab them before they move on to the Swag table. (*See reference photo A1*)
5. **Balloons and connectors:** Use plastic connectors (*See reference photo A1*) to secure balloons (blue, light blue, and white) and then secure them with tape to the two corners of the table facing the main entrance of the courts.
6. **Confetti:** Place Confetti on the table around the bags.

### **Set-up and Responsibilities for Swag Tables**

**\*People needed for set up x 3. All decor items will be in one bag.**

**\*People needed to man the station during the event x 4**

1. **Tables x 4:** Two tables need to be set up vertically behind the Bag Tables on court 09 as well as two on court 07. (*See overall Map above*)
2. **Tablecloths x 4:** All Swag Tables should have BYU-I blue tablecloths. (*See reference photo A2*)
3. **Goodie Bag Supplies:** (BYU-I Water Bottles, Lip Balm, and Pop Sockets) Organize supplies evenly on the table and refill as needed. There will be baskets for each item. (*See Reference photo A2*)

4. **Balloons and Balloon Connectors:** Use plastic connectors (*See reference photo A2*) to secure balloons (blue, light blue, and white) and then secure them with tape to the two corners of the table facing away from the entrance of the I-center courts.
5. **Confetti:** Place Confetti on the table around Swag items.

## Question Booth Set-up and Responsibilities

\*People needed to set up x2

\*People needed to man the station during the event x 3

1. **Tables x 3:** Three tables will be set up in between the entrance doors at the front.
2. **Tablecloths x 3:** All question tables should have a pink tablecloth.
3. **Sign x 1:** Question sign hanging from the front of the table

## Set up and Responsibilities for Spudnut Tables

\*People needed for set up x 3. All decor items will be in one bag.

\*People needed to man the station during event x 4

1. **Tables x 6:** These tables will be placed in courts 08 and 10 (*See overall Map above; court numbers are circled in red*) 3 in court 08 and three in court 10. Put these tables at half court facing check-in entrance.
2. **Tablecloths x 6 (Use plastic ones):** All Spudnut tables should have BYU-I blue plastic tablecloths.
3. **Spudnuts:** Five flavors: Try to fit all five flavors across three tables.
4. **Spudnut flavor signs:** Place a sign in front of the corresponding flavor, and tape it to the front of the table on the tablecloth.
5. **Confetti:** Place confetti around boxes

## Check-in Event Ushers and MC

People needed for ushering during Check-ins x 9

1. **Flow Ushers x 2 (Beginning of Event):** Two ushers will be directing people into check ins the foyer of the I-center (*See the overall image on page 1*)
2. **Outside I-Center QR code holders x 2:** Remain at the I-Center Court Entrance closer to the Biddulph building. Make sure new students scan the code to check into the event. If you miss anybody there will be QR codes in the I-center courts within the

check-in lines to get their goodie bags. *(See overall image on page 1)* Direct parents to the parent check-in in the MC Crossroads glass room 268.

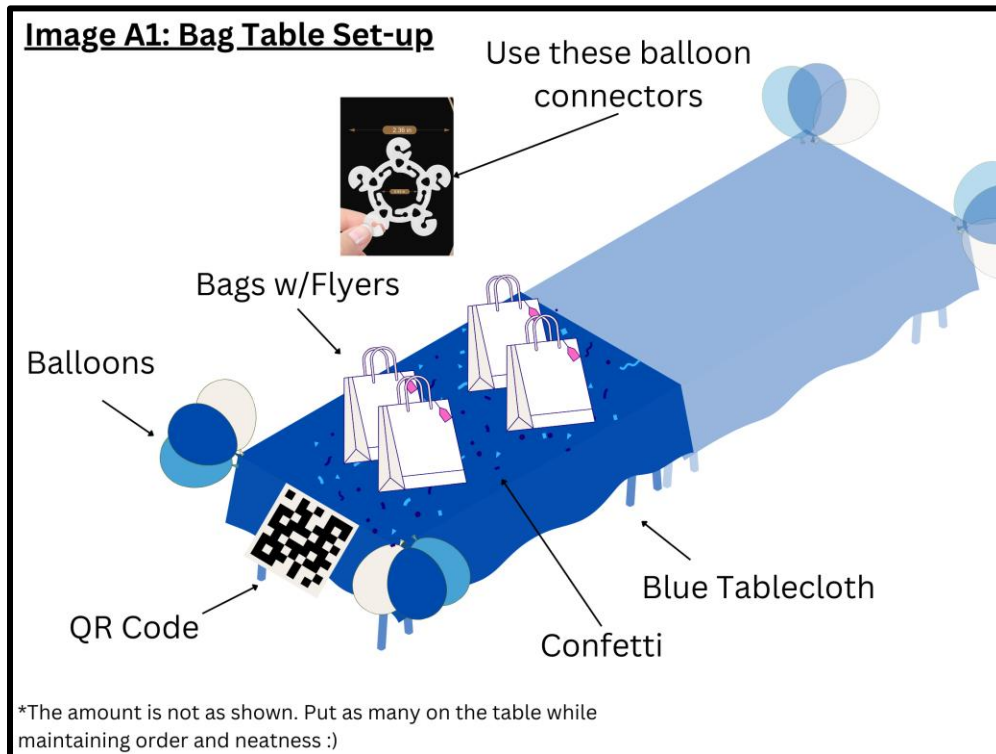
3. **Inside I-Center Courts QR code holders x 2:** Remain at the front of the lines for new students to receive their goodie bags. Make sure students have scanned the check-in QR code. Direct them to get a Bag and some Swag *(See overall image on page 1 for location)*
4. **Spudnut Usher x 1:** You will usher students from the Spudnut and Goodie Bag stations to mentor connections. *(See the overall image on page 1 for location)*
5. **Beginning of Event MC x1 (Susanna):** Make sure students have scanned the QR code to check in. Announce that we have a Question Booth if anyone doesn't have their group number. Announce the adventure challenge card as students begin to settle into their groups.
6. **Mentor Connections MC x1 (True or Eric):** You will man the Microphone at the front of the I-Center by the Question Booths. *(See the overall image on page 1 for location)* As students arrive remind them to scan the QR codes to check in. Near the end of the event 1:50 start dismissing mentor groups.
  - a. Dismiss them in this order: (groups: 16-20, 11-15, 6-10, 1-5)

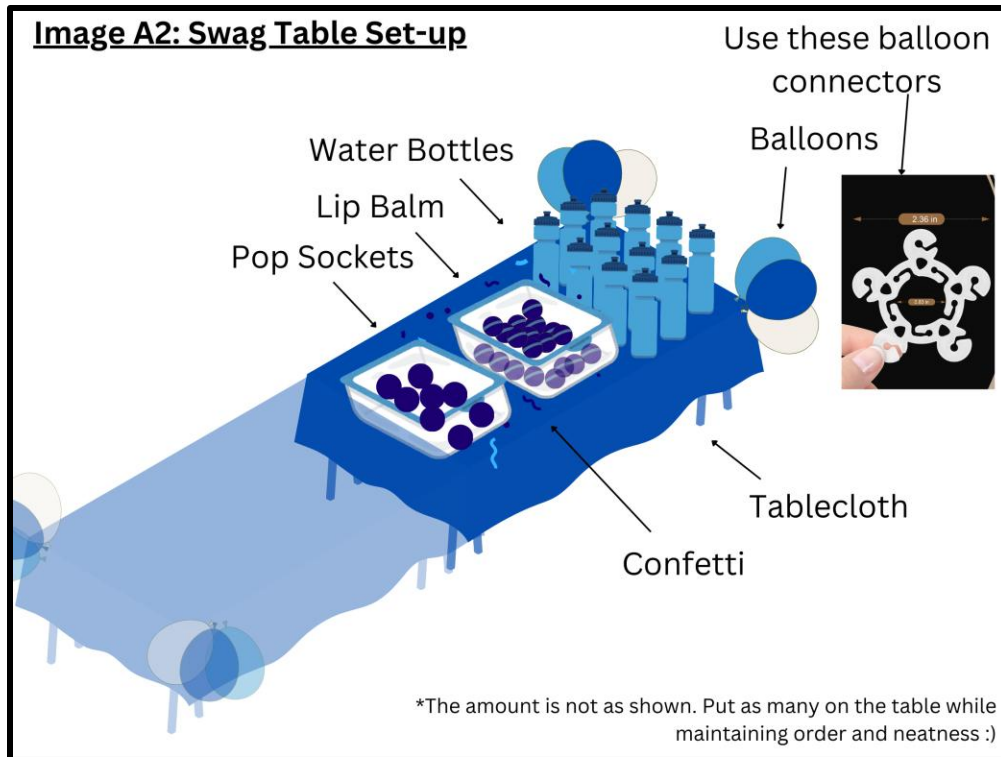
*\*All Ushers are red figures on the map*

## **Check-in Take Down**

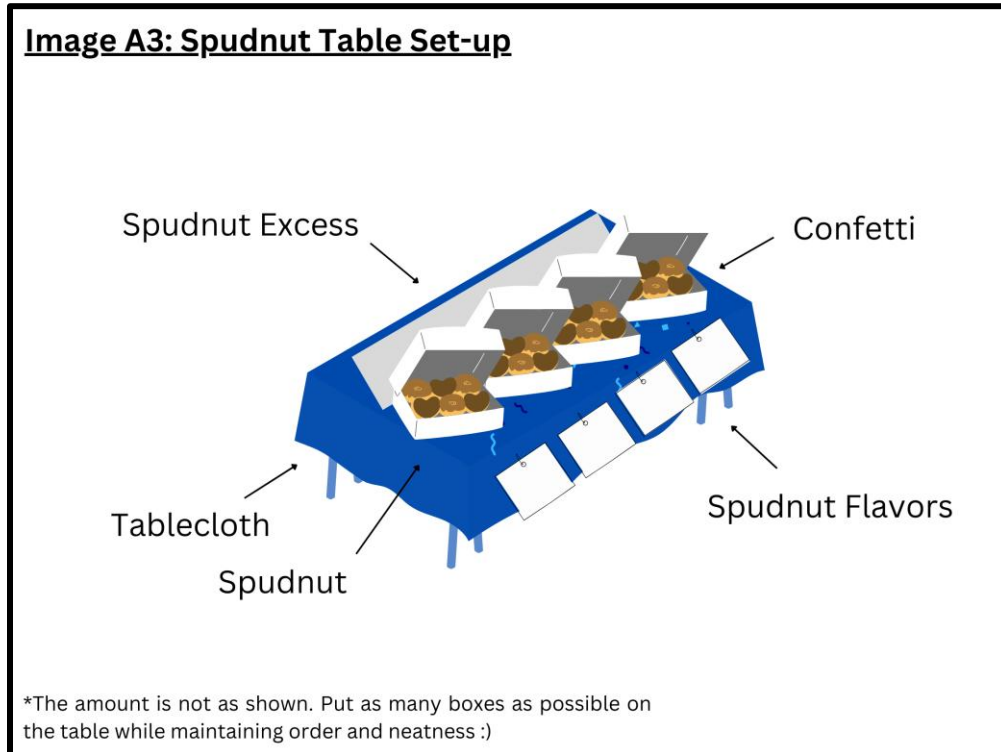
### **\*People Needed for takedown x 9**

1. **Bag Table, Swag Table, and Spudnut Table:** The decor should all be placed back into the bags that the decor came in. Balloons can be popped and thrown away. Keep the Plastic connectors. Plastic tablecloths can be thrown away.
2. Excess Spudnuts and Decor Bags: Take to pick-up truck *(See reference Image A4)*
3. Balloon Arch: Take to the Mentor Hub. Do not pop the balloons, we will be using them throughout the week.
4. Keep QR codes, and place them in clear tote bags.
5. Keep Floor group number signs and place them in the pick-up truck. (there are 20 of them)

**A1****A2**



### **A3**



### **A4**

