

## The Guidebook of Guidebooks

## Fall 2025 New Student Orientation

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

### Events Team:

- Daidre Hulick (281)389-4764
- Ellie McClure (480)518-0866
- Leslie Robins (385)233-0779
- Emeline Emerson (801)885-6112
- Ashley Treu (702)713-9411

Full Time Staff: Dave, Lindsey, Debi, Bryce, & Becky

Supervisors: Sandi, Sam, Danja, Anjilee, & Jeanne

### Coordinators:

- Micah (Coordinators & Temp Staff Leader) (435)705-8277
  - o Amanda (Micah's Shadow)
- Rachel (Color Rep Leader) (801)634-1787
  - o Ben (Green Color Rep)
  - o Isaac (Green Color Rep)
  - o Avery (Yellow Color Rep)
  - o Sage (Yellow Color Rep)
  - o Emily (Orange Color Rep)
  - o Logan (Silver Color Rep)
  - o Matthew (Purple Color Rep)
  - o Daisy (Purple Color Rep)
  - o Nicole (Pink Color Rep)
  - o Katie (Pink Color Rep)
  - o Madeline (Blue Color Rep)
  - o Spencer (Blue Color Rep)
- Jared (Daidre's Army Leader) (928)642-0834
  - o Monte (Daidre's Army)
  - o Jonah (Daidre's Army)
  - o Marissa (Daidre's Army)
  - o Emma (Daidre's Army)
  - o Jae (Daidre's Army)
  - o Natalie (Daidre's Army)
- Allie (Temp Staff Leader) (208)984-9187
  - Temp Staff: Varies at different times

**Thursday, August 28, 2025**

**Signage Team: (6:35am-7:30am)**

Report to: Emeline Emerson

Where to meet: Parking lot north of Marriott Center

# of helpers: 1

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 1

ROLE: (1) Emeline's Shadow- You will be helping Emeline put up signage around campus for NSO.

**Check-In Team: (6:30am-10:30am)**

Report to: Micah Russell (Amanda)

Where to meet: Parking lot north of Marriott Center

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff: 29

Goal: Set up check-in, check-in students, direct them in the Marriott Center & clean-up check-in  
a. Check-in Set Up (6:30am-8:15am)

Temp Staff: Allie

ROLE: (1) Breakfast- Help hand out breakfast to everyone. Be extra hands till breakfast comes at 7:30am.

ROLE: (6) Signage- Attach Olympic banners signs to frames using zip ties. See map to know where to place each banner.

ROLE: (7) Cinch Sacks- Unload cinch sacks and place at each color merch table. Place initial empty boxes back in vans. Additional boxes can be broken down and thrown away.

ROLE: (3) Booklets- Unload booklets and place at each set of color merch tables

ROLE: (4) Bandanas- Unload bandanas and place appropriate color at each merch tables. Break down boxes and throw away. Clear bins will be put back in vans.

ROLE: (3) Wristbands- Unload wristbands and place appropriate color at each check-in color table

ROLE: (3) Chalk- Scatter chalk bins throughout each of the lanes.

ROLE: (2) Archways- Connect blow-ups to power and tie down to Olympic banner frames.

Color Reps: Rachel

Your color lane should have:

- Two tables for check-in with wristbands (at front/end of color section facing Marriott Center- see check-in map)
- Large Olympic banner sign with color stated
- Three merch tables, one for each: booklets, cinch sacks, and bandanas
- Chalk bins spread throughout your areas
- Each mentor group has name tags and markers

ROLE: (6 - Sage, Daisy, Isaac, Spencer, Katie, Logan) Unpacker- Unpack boxes of cinch sacks, booklets, and bandanas when supply is getting low on the merch tables

ROLE: (6 - Avery, Emily, Matthew, Ben, Madeline, Nicole) Organizer- Organize merch and wristbands at appropriate tables

Daidre's Army: Jared

ROLE: Extra Hands (6 – Marissa, Monte, Jonah, Natalie, Emma, Jae) - Please help out where it is needed. Moving vans, breaking boxes, etc. Ask and you will receive.

b. Student Check-In (8:30am-9:28am)

Temp Staff: Allie

ROLE: (13- 2/color but 1 silver) Color Check-In- Once a student shows you the appropriate check-in screen, write the number down on the colored wristband and put it on them. Fold over any extra wristband slack into clip. Instruct them to get their merch and then find their group. If an error message pops up, send them to the trouble-shooting desk just west of DJ. We want the line to move fast so please be quick.

ROLE: (2) Merch Restock- Monitor and restock merch tables as items get low in assigned areas. Breakdown boxes as you go and throw away.

ROLE: (12- 2/color) Line Monitor- Walk down appropriate color line to help students to make sure they have scanned the QR code and are in the right place. IF NEEDED- If the line gets too crazy hand out wristbands to students with their group numbers while they are in line.

ROLE: (1) Parking Lot Monitor- From 8:30-9:30am you will be in the parking row reserved for the performers. As performers arrive they will inform you that they are there for the Cougar Rally and you will move the cone for them to park. You will help direct other students/parents who want to park to any other spot in the parking lot. If the parking lot is full they can park down by the stadium. This applies for additional performers once the reserved spots fill up.

Color Rep: Rachel

ROLE: Color Check-In- Once a student shows you the appropriate check-in screen on their phone, write the number down on the colored wristband and put it on them. Fold over any extra wristband slack into clip. Instruct them to get their merch then find their group. If error message pops up, send them to the trouble shooting desk just west of DJ. We want the line to move fast so please be quick.

- Green: Ben & Isaac
- Yellow: Avery & Sage
- Orange: Emily (FlexGE staff will help)
- Silver: Logan (Transfer staff will help)
- Purple: Matthew & Daisy
- Pink: Nicole & Katie
- Blue: Madeline & Spencer

Daidre's Army: Jared

ROLE: (4 – Marissa, Monte, Jonah, Jae) Greeters/QR Code Holders- Welcome students to BYU. Ask them to scan the QR code and then find their appropriate colored group check-in table. If error pops up send them to the trouble shooting desk just west of the DJ.

Supervisors: Daidre

ROLE: (5 – Anjilee, Jeanne, Sam, Sandi) Greeters/QR Code Holders- Welcome students to BYU. Ask them to scan the QR code and then find their appropriate colored group

check-in table. If error pops up send them to the trouble shooting desk just west of the DJ.

Full Time: Dave and Bryce

ROLE: (2 – Dave & Bryce) Line Monitor- Walk down appropriate color line to help students to make sure they have scanned the QR code and are in the right place. IF NEEDED- If the line gets too crazy hand out wristbands to students with their group numbers while they are in line.

c. Directing Students into the Marriott Center (9:28am-10:00am)

Temp Staff: Allie

ROLE: (7) East Outside Directional- You will be placed along the route on the outside of the Marriott Center. Firmly AND nicely direct students to keep walking. Be as cheerful as possible!

ROLE: (7) West Outside Directional- You will be placed along the route on the outside of the Marriott Center. Firmly AND nicely direct students to keep walking. Be as cheerful as possible!

ROLE: (7) Southeast Inside Directional- You will be inside the concourse of the Marriott Center. You must know what groups are going through which portal (see portal assignment tables). Encourage students to walk quickly and to keep moving.

ROLE: (7) Southwest Inside Directional- You will be inside the concourse of the Marriott Center. You must know what groups are going through which portal (see portal assignment tables). Encourage students to walk quickly and to keep moving.

Color Reps: Rachel

ROLE: (7 - Ben, Avery, Emily, Logan, Matthew, Nicole, Madeline) Color Leader-You will lead your color to the Marriott Center. Make sure you are aware of which direction around the Marriott Center you need to go to get in. Make sure you are aware of when you need to start walking. You will enter the arena with your color to show them to their seats. Do not leave any open seats in between groups.

ROLE: (5 – Isaac, Sage, Daisy, Katie, Spencer) Color Check-In- You will keep checking in students and encourage them to find their group before they enter the Marriott Center. Once your color has all left the parking lot you will just keep the rest of the people who check-in under your color in a group. Once you have finished checking in your line you will all walk in and sit together. Make sure they find their correct group at lunch.

Daidre's Army: Jared

ROLE: (1 – Jae) Back of the Line- You will be placed at the back of the parking lot at the back of a couple of colors. You will encourage Peer Mentor groups to be ready and then direct them when they need to move. Once they start moving you will move to the next color.

ROLE: (2 – Marissa, Jonah) Key Locations- You will be placed at one of the key locations along the students' route for entering the Marriott Center. Your job is to keep students moving and to not have them hold up the line. Remember to be efficient but also cheerful! Usually there is more than one line that they can take.

ROLE: (2 - Monte, Jared) Get them Moving- You will be in charge of releasing each of the colors to go ahead and start moving. There will be a color rep at the beginning of each of the groups that you will indicate to when they need to start moving. Give the color after the next color going a heads-up so that they can be ready/on deck.

Supervisors: Daidre

ROLE: (1- Sam) Back of the Line- You will be placed at the back of the parking lot at the back of a couple of colors. You will encourage Peer Mentor groups to be ready and then direct them when they need to move. Once they start moving you will move to the next color.

ROLE: Key Locations (3 – Anjilee, Jeanne, Sandi)- You will be placed at one of the key locations along the students route for entering the Marriott Center. Your job is to keep students moving and to not have them hold up the line. Remember to be efficient but also cheerful! Usually there is more than one line that they can take.

Full Time: Dave and Bryce

ROLE: Key Locations (2 - Dave, Bryce)- You will be placed at one of the key locations along the students route for entering the Marriott Center. Your job is to keep students moving and to not have them hold up the line. Remember to be efficient but also cheerful! Usually there is more than one line that they can take.

d. Clean Up Check-In (10:00am-10:30am)

Temp Staff: Allie

ROLE: (6) Signage- Detach Olympic banners signs to frames and neatly role up the posters

ROLE: (7) Cinch Sacks- Load extra cinch sacks from each color merch table into empty bins/boxes. Place about 300 extra cinch sacks in the late check-in bin.

ROLE: (3) Booklets- Place all extra booklets in the late check-in bin.

ROLE: (4) Bandanas- Reload bandanas in appropriate colored bins. Place about 100 of each color in the late check-in bin.

ROLE: (3) Wristbands- Repack wristbands in the small bins. Place about 100 of each color in the late check-in bin.

ROLE: (3) Chalk- Gather chalk bins. Consolidate as needed. Place in cardboard boxes.

ROLE: (2) Archways- Disconnect blow-ups to power, untie them from Olympic banner frames, clean off as best as possible, roll them up, and put them back in the bags.

ROLE: (1) Late Check-In Bin- In a clear bin collect 300 cinch sacks, all the extra booklets, 100 bandanas of each color, and 100 wristbands of each color. Label with tape and a marker that it is the late check-in bin.

Daidre's Army: Jared

ROLE: Extra Hands (6 – Emma, Jae, Marissa, Jonah, Monte, Jared) - Please help out where it is needed. Make sure that everything gets driven back to the office and unloaded. That includes any extra breakfast.

**Parent Team: (8:00am-10:00am)**

Report to: Leslie

Where to meet: Marriott Center Concourse NE side

# of helpers:

- Full Time Staff: 2
- Supervisors: --
- Coordinators: 1
- Temp Staff: 2

ROLE: (2) Greeters/QR Code Holders- Welcome parents to BYU. Ask them to scan the QR code and then make their way down the concourse by visiting all the booths set up for the parent fair. At 10:00am go help with check-in clean up.

ROLE: (1 - Emma) Y-Clings & HUB pens- Stand at the end of the parent fair to pass out Y-Clings and HUB pens to parents. You will direct parents to sit in the section below or above the doors to watch the Cougar Rally and Convocation.

ROLE: (2 – Lindsey & Debi) Run FYE Booth- Lindsey and Debi will help run the FYE booth at the Parent Info Fair.

### **Cougar Rally Team: (9:00am-11:15am)**

Report to: Ellie McClure

Where to meet: 1<sup>st</sup> floor of the Marriott Center

# of helpers: 2

- Full Time Staff: --
- Supervisors: --
- Coordinators: 1 - Natalie
- Temp Staff: --

ROLE: (1- Natalie) Runner- From 9:00am-11:00am the runner will help Ellie greet the performers and help tell the performers backstage when to go on for their performance.

**\*\*Must be available on August 27<sup>th</sup> for the Dress Rehearsal.**

### **Marriott Center Lunch Team: (10:30am-11:15am)**

Report to: Ellie McClure

Where to meet: 1<sup>st</sup> floor of the Marriott Center

# of helpers: 2

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 1

#### **a. Cougar Rally (10:30am-11:15am)**

ROLE: (1- Brooklynn) Cougar Rally Performer's Lunch- Meet Apple Spice outside the Marriott Center at the horseshoe (right outside in front of ticket office entrance) at 10:30am to get the performers lunch. You will count out 111 for performers – 68 turkey avocado sandwiches, 34 cafe club sandwiches, and 9 fresh berry salads. You will then bring the lunches down to the Hosting Room on the 1<sup>st</sup> floor of the Marriott Center (go down the elevator to 1, take a right at the end of the hall, the big corner room at the northwest curve of the Marriott Center is the right room). Performers will start eating just before 11am. Please be there with the printed order to help hand out lunches. If you have additional questions, please call Leslie as Ellie will be running the Cougar Rally.

#### **b. Parents (11:15am-1:00pm)**

ROLE: Directional- At 11:15 am tape the directional signage around the concourse on the windows with painter's tape. Starting at 11:45 am you will stand outside the parent doors to help direct parents where they can get a lunch and answer any questions. At 1:00pm you will take them down and can just throw them away.

ROLE: Alumni Team- Alumni's team will help hand out pre-purchased lunches to the parents.

**JFSB Lunch Team (11:00am-1:00pm)**

Report to: Leslie Robins

Where to meet: JFSB Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 2
- Temp Staff: 10

Temp Staff: Allie

ROLE: (10) Lunch Crew- Set Up- Refer to the map to help set up the tents and tables.

Once the food arrives help Apple Spice unload it from their trucks onto the tables.

Directional- Once lunch begins stand by the tents to help direct students down the different aisles to get their food. There should be minimal lines. Trash Control- As students finish eating stand by the trash cans. You will have them throw away the contents in the boxes into the trash. You will then break down the box and set it next to the trash can.

Daidre's Army: Jared

ROLE: (2 – Jared, Marissa) Swig Vouchers- You will be in charge of handing out the free Swig vouchers to the students. Once of you will be BYU-ed out in merch while the other one will be the “helpers.”

**Marigold Lunch Team (11:00am-1:00pm)**

Report to: Micah Russell

Where to meet: Marigold Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 2
- Temp Staff: 10

Temp Staff: Allie

ROLE: (10) Lunch Crew- Set Up- Refer to the map to help set up the tents and tables.

Once the food arrives help Apple Spice unload it from their trucks onto the tables.

Directional- Once lunch begins stand by the tents to help direct students down the different aisles to get their food. There should be minimal lines. Trash Control- As students finish eating stand by the trash cans. You will have them throw away the contents in the boxes into the trash. You will then break down the box and set it next to the trash can.

Daidre's Army: Jared

ROLE: (2 – Jonah, Monte) Swig Vouchers- You will be in charge of handing out the free Swig vouchers to the students. Once of you will be BYU-ed out in merch while the other one will be the “helpers.”

**Maesar Lunch Team (11:00am-1:00pm)**

Report to: Emeline Emerson

Where to meet: Maesar Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 2
- Temp Staff: 10

Temp Staff: Allie

ROLE: (10) Lunch Crew- Set Up- Refer to the map to help set up the tents and tables.

Once the food arrives help Apple Spice unload it from their trucks onto the tables.

Directional- Once lunch begins stand by the tents to help direct students down the different aisles to get their food. There should be minimal lines. Trash Control- As students finish eating stand by the trash cans. You will have them throw away the contents in the boxes into the trash. You will then break down the box and set it next to the trash can.

Daidre's Army: Jared

ROLE: (2 – Emma, Jae) Swig Vouchers- You will be in charge of handing out the free Swig vouchers to the students. Once of you will be BYU-ed out in merch while the other one will be the “helpers.”

### **Parent Breakout Session Team (12:15am- 3:15 pm)**

Report to: Ellie McClure

Where to meet: JKB Lobby (by vending machines)

# of helpers: 2

- Full Time Staff: 2 (Lindsey, Debi)
- Supervisors: --
- Coordinators: 1- Natalie
- Temp Staff: 1

ROLE: (2) Breakout Everything- Parent Signage: Have all Parent Signage set up by 1:00pm. Refer to map. Counts: You will be assigned to one of the floors in the JKB to take counts.

ROLE: (2) Lead the Parents- You will be in charge of leading the parents from the Marriott Center to JKB following the Parent General Session before the breakout sessions.

### **Donation Center Run Team (1:00 pm- 3:00 pm)**

Report to: Emeline Emerson

Where to meet: 2014 JKB

# of helpers: 1

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 1

ROLE: (1) Donation Center- Help Emeline load extra lunches into the car and help her bring them to the donation center.

### **Welcome to the Y Late Check-in Team (1:00pm-3:00pm)**

Report to: Micah Russell



Where to meet: JFSB Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff:

ROLE: (12 – All Color Reps) Chauffeur- You will be in charge of walking students who check in late to their Welcome to the Y classroom.

### **Signage Cleanup Team (3:00pm-4:00pm)**

Report to: Emeline Emerson

Where to meet: 2014 JKB

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 1

ROLE: (1) Emeline's Shadow- You will be helping Emeline clean up signage around campus for NSO.

### **Classroom Walk Through Team (3:00pm-5:00pm)**

Report to: Micah Russell

Where to meet: Southeast entrance of JKB

# of helpers: Peer Mentor Volunteers

- Full Time Staff: NA
- Supervisors: Dave
- Coordinators: 1
- Temp Staff: None

ROLE: (1- Micah) Tour Guide- You will be in charge of walking different students to their classes. We encourage you to take this time to get to know these new students.

### **YAY Set Up & T-shirts Team (6:00pm-8:30pm)**

Report to: Ashley Treu

Where to meet: Gate 11 at LaVell Edwards Stadium

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 3
- Temp Staff: 13

a. Set-Up

Temp Staff: Allie

ROLE: (10) Unload T-Shirts- Unload t-shirts and place at appropriate sized table. Place initial empty boxes back in vans. Additional boxes can be broken down and thrown away. Do not open all the boxes as you will keep some of the shirts under the tables as back up. The reason we do not open all of the boxes is because we typically do not hand out all of the t-shirts.

ROLE: (3) Signage- Attach Olympic banners signs to frames using zip ties. See map to know where to place each banner.

Additional Coordinators

ROLE: (3 – Micah, Jared, Rachel) Extra Hands - Please help out where it is needed.

b. Eat Dinner

c. YAY Check-In

Temp Staff: Allie

ROLE: (9) Greeter- You will be in charge of monitoring that each of the students have a wristband or the appropriate check-in screen before they enter.

ROLE: (4) T-shirt Restock- Monitor and restock t-shirt tables as they get low in assigned areas. Breakdown boxes as you go and throw away.

Additional Coordinators

ROLE: (3 – Micah, Jared, Rachel, Allie) Extra Hands - Please help out where it is needed.

d. Clean Up

Temp Staff: Allie

ROLE: (10) Pack T-Shirts- Reload all of the extra boxes of t-shirts into the vans to go back to the office.

ROLE: (3) Signage- Detach Olympic banners signs from frames. Place all banners in the van to go back to the office.

Additional Coordinators

ROLE: (4 – Micah, Jared, Rachel, Allie) Extra Hands - Please help out where it is needed.

e. Back to Office

Temp Staff: Allie

ROLE: Unload- Unload all the boxes from the van into the JKB 2014 conference room. Feel free to clock out and go back to watch the YAY night or you can just go home.

Additional Coordinators

ROLE: (2 – Micah, Jared) Van Returner- After all the boxes are unloaded you will bring the vans to the afterhours parking lot (lot across the street from vehicle rental). You will drop the keys in the drop box at the end of the parking lot.

ROLE: (2 – Allie, Rachel) People Mover- Pick up van returners from afterhours vehicle rental parking lot. Drive anyone back to watch the YAY. Once you get back to the stadium please clock out. You can watch YAY or go home.

### **YAY Directional Team (6:00pm-8:00pm)**

Report to: Laura Bond

Where to meet: Cougar Room at LaVell Edwards Stadium

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff: 20

ROLE: (20) Listen to Laura/Y-Former- After eating dinner you will be assigned a location where you will help form the Y. You will have a walkie talkie. Please pay attention and guide students to help form the Y. Once the Y-photo is taken you will clock

out. You are welcome to stay and watch the performance. Directional- Your job is to direct students and parents into the correct portal to form the Y. Encourage students to file in tight. Once the Y-photo is taken you will clock out. You are welcome to stay and watch the performance.

**Friday, August 29, 2025**

**Signage Team (8:00am-8:30am)**

Report to: Emeline Emerson

Where to meet: JFSB Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff: 1

ROLE: (1) Emeline's Shadow- You will be helping Emeline put up signage around campus for NSO. Afterwards go to JFSB quad to see how else you can help.

**Testing Center Team (8:30am-12:00pm)**

Report to: Coordinator Marissa

Where to meet: Testing Center

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: 1
- Temp Staff: 6

Temp Staff: Allie

ROLE: (2) Hand out Tests- You will be in charge of handing out a test, answer sheet, and pencil to everyone who enters the testing center.

ROLE: (2) Conduct Tests- You will be in charge of conducting the tests when they sit down in the testing center. All the answers to the test are on the back. Encourage them to keep the test and return the exit sheet on their way out.

ROLE: (1) Collect Answer Sheets- You will be in charge of collecting their answer sheets but making sure that they keep their test with all the Testing Center information on it.

ROLE: (1) Handing out Smarties- Congratulate all the students on finishing their first test at BYU while handing them a Smartie.

ROLE: (1 - Marissa) Handing out Pennants- Give everyone a BYU pennant at the bottom of the stairs on their way out the door.

**CCC Directional Team (8:30am-12:00pm)**

Report to: Micah Russell

Where to meet: JFSB Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 12

- Temp Staff: 4

ROLE: (12- Color Reps) Color Group Leader- You will help lead the colors through the Cougar Crash Course.

ROLE: (4) Directional- You will be placed in the key place along the route where students will be walking the Cougar Crash Course. Be proactive about making sure students are walking in the right direction.

### **Marigold Ice Cream Team (8:30am-12:00pm)**

Report to: Coordinator

Where to meet: Marigold Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 1
- Temp Staff: 6

Daidre's Army: Jared

ROLE: (1 - Monte) Ice Cream- You will meet ice cream around 8:15 am. They will set up the ice cream. You will help direct students towards and hand out the ice cream.

Temp Staff: Allie

ROLE: (6) Ice Cream helper- You will give students their ice cream as they come.

### **Maesar Ice Cream Team (8:30am-12:00pm)**

Report to: Coordinator

Where to meet: Maesar Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 1
- Temp Staff: 6

Daidre's Army: Jared

ROLE: (1 - Jonah) Ice Cream- You will meet ice cream around 8:15 am. They will set up the ice cream. You will help direct students towards and hand out the ice cream.

Temp Staff: Allie

ROLE: (6) Ice Cream helper- You will give students their ice cream as they come.

### **JSB- TITLE IX Team (8:30am-12:00pm)**

Report to: Coordinator

Where to meet: JSB

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 1
- Temp Staff: 1

Daidre's Army: Jared

ROLE: (1 - Natalie) Greeter/Counter- You will greet students and then take a count of the number of students during each of the presentations.

Temp Staff: Allie

ROLE: (1) Greeter/Counter helper- You will greet students and then take a count of the number of students during each of the presentations.

**Wilkinson Student Center –TITLE IX Team (8:30am-12:00pm)**

Report to: Coordinator

Where to meet: Wilkinson Student Center

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 1
- Temp Staff: 1

Daidre's Army: Jared

ROLE: (1 – Emma)Greeter/Counter- You will greet students and then take a count of the number of students during each of the presentations.

Temp Staff: Allie

ROLE: (1) Greeter/Counter helper- You will greet students and then take a count of the number of students during each of the presentations.

**Late Check-In Team (8:30am-12:00pm)**

Report to: Ellie McClure

Where to meet: JFSB Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 5
- Temp Staff:

ROLE: (4 - Jae, Rachel, Micah, Amanda) Chauffeur- You will be in charge of walking students who check in late to their group in the Cougar Crash Course.

**JFSB Lunch Team (11:00am-1:00pm)**

Report to: Leslie Robins

Where to meet: JFSB Quad

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 10

Temp Staff: Allie

ROLE: (10) Lunch Crew- Set Up- Refer to the map to help set up the tents and tables.

Once the food arrives help Apple Spice unload it from their trucks onto the tables.

Directional- Once lunch begins stand by the tents to help direct students down the different aisles to get their food. There should be minimal lines. Trash Control- As students finish eating stand by the trash cans. You will have them throw away the contents in the boxes into the trash. You will then break down the box and set it next to the trash can.

**Marigold Lunch Team (11:00am-1:00pm)**

Report to: Micah Russell

Where to meet: Marigold Quad

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 10

Temp Staff: Allie

ROLE: (10) Lunch Crew- Set Up- Refer to the map to help set up the tents and tables.

Once the food arrives help Apple Spice unload it from their trucks onto the tables.

Directional- Once lunch begins stand by the tents to help direct students down the different aisles to get their food. There should be minimal lines. Trash Control- As students finish eating stand by the trash cans. You will have them throw away the contents in the boxes into the trash. You will then break down the box and set it next to the trash can.

**Maesar Lunch Team (11:00am-1:00pm)**

Report to: Emeline Emerson

Where to meet: Maesar Quad

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 10

Temp Staff: Allie

ROLE: (10) Lunch Crew- Set Up- Refer to the map to help set up the tents and tables.

Once the food arrives help Apple Spice unload it from their trucks onto the tables.

Directional- Once lunch begins stand by the tents to help direct students down the different aisles to get their food. There should be minimal lines. Trash Control- As students finish eating stand by the trash cans. You will have them throw away the contents in the boxes into the trash. You will then break down the box and set it next to the trash can.

**Laptop Set Up Team (12:00pm-12:30pm)**

Report to: Ellie McClure

Where to meet: 2014 JKB

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: 12
- Temp Staff: --

ROLE: (6 – Ben, Isaac, Avery, Sage, Emily, Logan) North Laptops- Load van with laptop sleeves. Refer to map to set up tables and laptop sleeves on the north side of Wilk Way. Just a heads up the boxes are a little hard to open. Once they are set up you will be

there to hand out the sleeves to the students on their way to the college experience. Once all the students have gotten a sleeve take the extra boxes back to the office.

ROLE: (6 – Matthew, Daisy, Nicole, Katie, Madeline, Spencer) South Laptops- Load van with laptop sleeves. Refer to map to set up tables and lap top sleeves on the south side of Wilk Way. Just a heads up the boxes are a little hard to open. Once they are set up you will be there to hand out the sleeves to the students on their way to the college experience. Once all the students have gotten a sleeve take the extra boxes back to the office.

### **College Experiences Team (12:30pm-1:30pm)**

Report to: Ellie McClure

Where to meet: Brigham Square

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: 22
- Temp Staff: --

ROLE: (11- assign day of) Signage- You will hold one of the college signs until someone from that college comes and relieves you. Once they come and relieve you help out as the directional role. Around 1:20 you will then go pick up the college signs (2 signs and an easel) from the room that they went to and count the room (as best as possible). Send the numbers to Ellie McClure (480)518-0866 and bring the signs back to the office. Once you do that you are good to clock out.

ROLE: (11- assign day of) Directional- You will help answer student questions and direct them to the correct college. Even after the college leaves you will finish helping students go in the right direction. You will help clean up boxes. Once everyone has left Brigham Square you are good to clock out.

### **Donation Center Run Team (1:00 pm- 2:30 pm)**

Report to: Emeline Emerson

Where to meet: 2014 JKB

# of helpers: 1

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 1

ROLE: (1) Donation Center- Help Emeline load extra lunches into the car and help her bring them to the donation center.

### **Signage Cleanup and Perspectives Set Up Team (2:30pm-3:30pm)**

Report to: Emeline Emerson

Where to meet: JFSB Quad

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:

- Temp Staff: 1

ROLE: (1) Emeline's Shadow- You will be helping Emeline take down signage around campus for NSO. Place A-frames for Provo Bus Tour (North of MOA) and Hike the Y Shuttle Stop (WSC Roundabout). You will also place signage at the different Culinary Crawl stops. After you will be helping hold time signs on Brigham Square for the Culinary Crawl.

### **Perspectives of BYU Team (3:30pm-8:00pm)**

Report to: Ellie McClure

Where to meet: Brigham Square

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators: 11
- Temp Staff: 13

Temp Staff: Allie

ROLE: (7) Station- You will be assigned a station that you will be in charge of staying at the whole night. You will help direct and answer any questions. Stations include 4-6pm Broadcasting Building (main entrance on north side), 4-8pm Carillon Bell Tower (Bottom of Bell Tower), 4-8pm Marriott Center (ticket office), 4:30-5:30pm Cosmo Meet 'N Greet (Brigham Square), and 4-8pm Planetarium (Outside the Life Science Building).

ROLE: (5) Shuttle- You will be in charge of shuttling students to the Hike the Y every 15 minutes. Once your shuttle is full you can leave/come back. The last shuttle will head back to BYU at 8pm. Two of you need your van certification for the 12-passenger vans.

Daidre's Army: Jared

ROLE: (10 – Nicole, Jonah, Ben, Amanda, Isaac, Avery, Matthew, Logan, Daisy, Sage) Culinary Crawl- You will be in charge of walking a group of students through the culinary crawl. Please refer to map.

ROLE: (1- Emily) First-Generation Dinner- You will be in charge of greeting the pizza delivery and helping out with the first-gen dinner.

### **Loading Devotional Books Team (5:00pm-6:00pm)**

Report to: Emeline Emerson

Where to meet: JKB 2014

# of helpers: 12

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 12 (same as FNF)

ROLE: Loader- You will be in charge of loading all the devotional books into the vans. You will also make sure to move anything that may be in JKB 1122.

### **Friday Night Fun Team (6:00pm-10:30pm)**

Report to: Ally Beames

Where to meet: Student Connection and Leadership center (room 3400 in the WSC)

# of helpers: 12



- Full Time Staff: --
- Supervisors: --
- Coordinators: No Coordinators
- Temp Staff: 12 (Same as devo books)

ROLE: (12) Roller Skating- You will meet 6:00pm for pizza and to help set up. You will be assigned to help with the Cougar Skate. You will set up, run the Cougar Skate, and then clean up. Once the Cougar Skate is all cleaned up you are good to clock out around 10:30pm.

## **Tuesday, September 2, 2025**

### **Devotional Book Set Up Team (9:00am-10:30am)**

Report to: Allie

Where to meet: South side of the Marriott Center

# of helpers:

- Full Time Staff: --
- Supervisors: --
- Coordinators:
- Temp Staff: 22

ROLE: (22) Devotional Books: You will help set up, pass out/ restock, and clean up devotional books. Refer to map.

### **Marriott Center Directional Team (10:30am-11:00am)**

Report to: Daidre Hulick

Where to meet: Marriott Center Concourse

# of helpers:

- Full Time Staff: 6
- Supervisors:
- Coordinators:
- Temp Staff: --

ROLE: (6) Greeter- Welcome students into the Marriott Center.

### **Marriott Center Lunch Team (11:30am-1:00pm)**

Report to: Allie

Where to meet: Marriott Center Concourse

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff: 14

ROLE: (7) SW Marriott Center Directional- Set up lunch as needed. As students start heading out of the Marriott Center stand by the doors and tents to help direct students down the different aisles to get their food. You will hand out vouchers to each of the students as they pass you on their way out the door. There should be minimal lines.

ROLE: (7) SE Marriott Center Directional- Set up lunch as needed. As students start heading out of the Marriott Center stand by the doors and tents to help direct students

down the different aisles to get their food. You will hand out vouchers to each of the students as they pass you on their way out the door. There should be minimal lines.

**Donation Center Run Team (1:00 pm- 2:30 pm)**

Report to: Emeline Emerson

Where to meet: 2014 JKB

# of helpers: 1

- Full Time Staff: --
- Supervisors: --
- Coordinators: --
- Temp Staff: 1

ROLE: (1) Donation Center- Help Emeline load extra lunches into the car and help her bring them to the donation center.

**First Year Fair Team (10:30am-3:00pm)**

Report to: Ashley Treu

Where to meet: 2014 JKB

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff: 8

ROLE: (8) Everything First-Year Fair- First you will roll over all the tote bags on carts to Brigham Square. You will then set up the tables and tote bags on Brigham Square. Refer to map. You will help place table numbers and the welcome message on each of the booth's tables. You will then help Ashley check-in groups and then when the fair begins you will take counts of the different specialized meeting at 1:15pm and 2:15pm.

**Back to School Bash Bands Team (10:00am- 4:00pm)**

Report to: Ellie McClure

Where to meet: Brigham Square

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 1
- Temp Staff: 2

Daidre's Army: Jared

ROLE: (1- Micah) Ellie's Shadow- You will be Ellie's shadow and help out with the B2SB preparation.

Temp Staff: Allie

ROLE: (2) Bands- You will help with the bands.

**Back to School Bash Trucks Team (2:00pm-5:00pm)**

Report to: Leslie Robins

Where to meet: Brigham Square

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators: 3
- Temp Staff: 12

Daidre's Army: Jared

ROLE: (3- Rachel, Jared, Allie) Directional- You will help direct trucks to their spots.

Temp Staff: Allie

ROLE: (12) Directional- You will help direct trucks to their spots.

### **Clubs Night Team (6:30pm-9:00pm)**

Report to: Robyn Damon

Where to meet: 3400

# of helpers:

- Full Time Staff:
- Supervisors:
- Coordinators:
- Temp Staff: 10

ROLE: (10) Clubs Night Help- You will listen to Robyn and help out with the Clubs Night.