# DePaul University's COE/CMN Student Worker Events & Cohorts Guide 2020

By: Student Workers

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## SCHOOL FAIR, LECTURE SERIES & ETC.

## Attire for Events

Going forward, there will be a required polo for events. These blue polos belong to our office and come in women's/men's sizes.

Admission counselors and student workers working events are required to wear this polo. There is no required attire for pants and shoes, but you should make yourself look nice and presentable.

[staff member name] ordered the polo's so if you need extras, [staff member name] will have them.

## For Additional Questions Regarding Events

If there are any additional questions that are not answered through the use of this large document or the physical binder, first ask the student workers. If none of the student workers know the answer, ask [staff member name] or [staff member name].

[staff member name] will likely be able to answer event related questions (minus FOP events) so if she cannot answer questions, ask [staff member name].

# How To

## How to Print Program Shells (BOTH COE & CMN)

**BACK CABINET 2/MPR/CUBBIES**

- 2019-2020 Program Shells

**STEPS**

1. Get (COE/CMN) blank program shells from any of the places above
   - MPR has a working box so if you grab program shells for there, you will not need to mark that you took it out of Clearly
   - For the Back Cabinet 2 & Cubbies, you will need to mark how many sheets you took out.

2. Go to computer and go to the "W" drive -> ops -> DEM -> Grad Admission-COE -> 2019 -> Program Shells 2019

3. Depending on what program shell is needed, either go to "**EXTRACTED CMN (10-9-19)**" or "**EXTRACTED COE (10-9-19)**". In each folder, there is a **"TEXT ONLY"** folder, use the program shells in this folder.

4. Find the program shell. Once you've found the program shell needed, you can go to the "printer" icon.

5. (Only If you have never printed from the gar-hpc6015a, before. If this has already been done, skip to step 6) You're going to need to change the printer.
   - Since the default will be \\psprd01.dpu.depaul.edu/**adm-hpm402a**.printers.depaul.edu, you will need to change it to \\psprd01.dpu.depaul.edu/**gar-hpc6015a**.printers.depaul.edu
   - If you need to add the "gar-hpc6015a" printer to the computer, see "How to Add Printer" section in this binder.

- The reason why you need to change printers is that the adm printer is unable to handle large amounts of printing while the gar printer can, in addition to the adm printer being only in black and white while the gar printer is in color.

6. Put paper in gar-hpc6015a printer, tray 2.
   - Program shell paper can be put in the tray like it regularly would be but with the backside facing up, so just flip the paper over.

7. (Only if the program shell is double sided, if not double sided, skip this step. If this doesn't apply to the program shells you are printing, skip to step 7)
   - Once back at the printer, click "Print on both sides of paper" and click "Flip on long edge".
   - This will ensure that the pages will print double sided.

8. Before you print, make sure that no one else is using the printer. [staff member name] likes to print from this computer and will leave her papers in the printer so just as a precaution, ask [staff member name] if she is using the printer.

9. Click "Print"

*THE END!*

## How to Add Printers to Computer

**STEPS**

1. Go to the bottom of your Windows computer to the magnifying glass icon.

2. Search on the Windows computer, for "Printers & Scanners"

3. Hit the "+:" icon under "Add printers and scanners"

4. Scroll ALL the way down until you see "The printer that I want isn't listed". Click that.

5. Click "Find a printer in the directory, based on location or feature." Click Next.

6. Under "Name" type in "[the name of whatever printer you are looking to add. See below for the printer locations & names]"

7. Double click "gar-hpc6015a/adm-hpm402a/whatever printer you are looking to add". It'll add the printer to your computer and then you'll be all set!
   - You'll need to do this process to every computer you will use.

*THE END!*

# Printer Locations:

"adm-hpm402a.printers.depaul.edu"

- Located: At the Main Desk
- This printer does not do color and should not be used for heavy jobs.
- Other people in the office use this printer so it does get used by other departments.

"gar-hpc6015a.printers.depaul.edu"

- Located: Right Above Back Cabinet 2, By the Office Bathrooms
- This printer does print color.
- It can be used for heavy jobs.
- This printer is only used by our offices.

## Intro to 11x17 Papers (Please read this before printing!)

11x17 paper is something that the office utilizes for specific cohort events. They require different printing settings and instructions on how to produce/where to locate them on the W Drive so read below for some information on how to go about handling 11x17 paper.

There are 6 different types of 11x17 Papers:

- There are 3 events:
    - Crete-Monee
    - FOP
    - TFA

- Each of the above events has their own
    - Course/Description
    - FAQ

In total:

- Crete-Monee Course Description
- Crete-Monee General Program FAQ
- FOP Course Description
- FOP FAQ Corrected
- TFA Course Description
- TFA FAQ

There are two different ways to print 11x17 paper:

- Some changes were made to certain 11x17 documents while others remain the same so that is why some 11x17 need to be printed one way, while others need to be printed another way. These changes were made by AD, [staff member name]. You will find the instructions for each on the next couple of pages:

- Using General Office Instructions:
  - Crete-Monee Course Description,
  - Crete-Monee Genera Program FAQ
  - TFA FAQ


- Using [staff member] Instructions:
  - FOP Course Description
  - FOP FAQ Corrected
  - TFA Course Description

# How to Print 11x17 Paper (Crete-Monee Course Descriptions, Crete-Monee General Program FAQ & TFA FAQ)

These instructions <u>only</u> work for the 11x17 Crete-Monee Course Descriptions, Crete-Monee General Program FAQ and TFA FAQ.

- If unsure of things, ask [staff member name].

**NARNIA/STORAGE**

- Blank 11x17 paper

**STEPS**

1. Locate on the "W" drive what 11x17 sheet you're looking for.
   - Go to the "W" drive -> ops -> DEM -> Grad Admission-COE -> Admission Communications -> Cohorts -> Find the name of event & the documents needed.
   - Click the 11x17 word documents, not the PDF docs.

2. <u>(If you have added all the printers to your computer, you can skip to step 3)</u> Make sure that you have added the "gar-hpc6015a" printer to your computer.
   - If this printer isn't an option, it means you need to add "gar-hpc6015a" to your computer.
   - See "How to Add Printer to Computer" for instructions.

3. <u>(If you are a student worker, skip to step 4. If you are not, follow this step.)</u> Ask the student worker for some 11x17 paper. They should get you some and will update inventory accordingly.
   - This ensures that inventory is up to date.

4. Add 11x17 paper to "gar-hpc6015a" printer, using tray 2.
   - You are going to need to adjust the tray 2 paper slot, so it fits the 11x17 paper. Once you open the paper slot, move the left and bottom dimensions to fit 11x17 paper. There are markers that signify where to stop for 11x17 paper for both the left and the bottom settings.
   - The paper will need to be put in with the blank, back side facing up.

5. After the paper is put in, wait at the printer until it asks you to confirm the 11x17 paper and what tray you'll use.
   - Confirm all of that on the printer screen by pressing the appropriate buttons as guided by the printer.
   - You will need to make sure that the printer prints from tray 2. Tray 1 is on the side of the printer and that is not the tray you put the 11x17 paper in.

6. Once you are back at the computer, click File -> Print and change some settings
   - Change the setting to say "Print on Both Sides: Flip Pages on Short Edge" instead of "Print One Sided"
   - Change the printer to "gar"

7. Click "Print"

8. Once it's printed, fold the paper in half.

*THE END!*

# How to Print 11x17 Paper (FOP Course Descriptions, FOP FAQ & TFA Course Descriptions)

These instructions <u>only</u> work for the 11x17 FOP Course Descriptions, FOP FAQ & TFA Course Descriptions

Visual instructions are called, "HOW TO Print COE landscape shells" as created by [staff member name]

- (W:\ops\DEM\Grad Admission-COE\Graduate Admissions\Admission Communications\Cohorts)
- If unsure of things, see [staff member name].

**NARNIA/STORAGE**

- Blank 11x17 paper

**STEPS**

1. Locate on the "W" drive what 11x17 sheet you're looking for.
    - Go to the "W" drive -> ops -> DEM -> Grad Admission-COE -> Admission Communications -> Cohorts -> Find the name of event & the documents needed.
    - Click the 11x17 word documents, not the PDF docs.

2. <u>(If you have added all the printers to your computer, you can skip to step 3)</u> Make sure that you have added the "gar-hpc6015a" printer to your computer.
    - If this printer isn't an option, it means you need to add "gar-hpc6015a" to your computer.
    - See "How to Add Printer to Computer" for instructions

3. <u>(If you are a student worker, skip to step 4. If you are not, follow this step.)</u> Ask the student worker for some 11x17 paper. They should get you some and will update inventory accordingly.
    - This ensures that inventory is up to date.

4. Add 11x17 paper to "gar-hpc6015a" printer, using tray 2.
    ○ You are going to need to adjust the tray 2 paper slot, so it fits the 11x17 paper. Once you open the paper slot, move the left and bottom dimensions to fit 11x17 paper. There are markers that signify where to stop for 11x17 paper for both the left and the bottom settings.
    ○ The paper will need to be put in with the blank, back side facing up.

5. After the paper is put in, wait at the printer until it asks you to confirm the 11x17 paper and what tray you'll use.
    ○ Confirm all of that on the printer screen by pressing the appropriate buttons as guided by the printer.
    ○ You will need to make sure that the printer prints from tray 2. Tray 1 is on the side of the printer and that is not the tray you put the 11x17 paper in.

6. Once you are back at the computer, click File -> Print and change some settings:
    ○ Change the printer to "gar-hpc6015a".
    ○ Change "Print One Sided" to "Print on Both Sides: Flip Pages on Short Edge"
    ○ Change "Collated 1,2,3   1,2,3   1,2,3" to "Uncollated 1,1,1,   2,2,2   3,3,3"
    ○ Change "Portrait Orientation" to "Landscape Orientation"
    ○ Change "Letter 8.5" x 11"" to 11x17 11" x 17"
        i. There are two 11x17 options, the first one (11x17 11" x 17") is the 9th option starting from the top while the second one is the last option (11X17 11"X17").
        ii. You will want to choose the first one (the 9th option starting from the top)
    ○ To adjust the "Custom Margins", click "Page Setup". Once there, change orientation to "landscape".
    ○ Change the "Multiple Pages" to "2 pages per sheet"
    ○ Ensure that the "Margins" change to 1" for the "Top" and 0.9" for the Left.

7. Print.

8. Once it's printed, fold the paper in half.

*THE END!*

## How to Print Name Tags

There are three ways to do name tags (with/out mail merge using the student worker name tags & different ones used for Open House).

## *How to Print Name Tags (Without Mail Merge)*

**STUDENT WORKER DESKS**

- Blank Name Tags

**STEPS**

1. You will need to pull the registrant information from Slate into an Excel spreadsheet.
    - See "How to Pull Excel Spreadsheet of Those Signed Up for an Event"
    - In it follow steps #1-4.

2. Go into the Events folder and open up "Name Tags Template"
    - W:\ops\DEM\Grad Admission-COE\Graduate Admissions\2019\Student Employee Folder\Events

3. From there, you can manually type in the names of the registrants following the registrant list where it says, "Name".
    - If there is more space for names but no more registrants, delete the "name" for name tags that are left over. We can use these as blank name tags for other events.

4. Once you have typed in the names, go to "print".

5. At the adm printer, the paper will need to go in with the backside facing up and the sheet put it normally.

6. From there, make sure that the printer is set to the "adm-hpm402a" printer and print.

7. Separate the names from the sheet by putting the name tag with registrant's names on the folder and the blank name tags away.
    ○ Blank name tags can be put away by the admission assistant desks #2-#3

*THE END!*

## How to Print Name Tags (With Mail Merge)

**STUDENT WORKER DESKS**

- Blank Name Tags

**STEPS**

1. Go to the event on Slate.

2. Go to the right and click "Export Date"

3. Output should be "Excel Spreadsheet", click "Export"

4. Open the Excel spreadsheet once it has been downloaded to the computer.

5. <u>(This is an optional step; it can just keep the spreadsheet cleaner but has no effect on the name tags w/ mail merge</u>) You can delete the columns that aren't needed as the only columns you will need are the "First" and "Last".

6. Take your cursor and highlight headings "First", "Last" and all the entries in those columns.

7. While still highlighted, go to "Formulas" and click "Define Name"
   - A table will pop up called, "New Name". You can change the name if you'd like, however it isn't necessary. Click "OK"
   - For the next couple of steps after this, you will want to keep this spreadsheet running. You do not need to have it open on the screen so you can minimize it, but it will need to still be open in the background for this process.

8. Open a blank Word document.

9. Go to Mailings -> "Start Mail Merge" -> "Labels" -> "Change document layout" -> "Label options"

10. A "Label Options" table will pop up, change the "Label Vendors" to "Other/Custom".

11. You will want to choose "COE/CMN Name Tags 2019"

12. If your computer does not have this template set up, you will need to custom create a new label.
    - Go to "New Label …"and create a new label.
    - You can change the "label name" to "COE/CMN Name Tags 2019"
        - You can name the label whatever you'd like. The name above is just a possible idea that could be used in naming.
    - Top margin = 0.3
    - Side margin = 0.3
    - Vertical pitch = 2.8
    - Horizontal pitch = 3.8
    - Label height = 2.25
    - Label width = 3.5
    - Number across = 2
    - Number down = 4
    - You'll need to change the page size, if it isn't letting you do that, change the page size to "Custom"
        - Page width = 8.45
        - Page height = 11.

- Once you have created this for the computer you are on, you will not need to add these dimensions in anymore. However, if you do use a new computer, you will need to enter these dimensions in.

13. Go to "Next: Select recipients"

14. You will want to click "Use an existing list" -> "Browse …" -> Find the Excel spreadsheet -> "Name of the spreadsheet"
    - If you changed the name of the spreadsheet in step #7, you are going to want to click that one. If you did not change the name, you will want to click the one that says "First".

15. A "Mail Merge" Table will pop up; you do not need to click anything there. Just click "OK"

16. The document will show "<<Next Record>>" on the columns/rows, except for the first name tag. Now you'll need to reformat the name tags.
    - Font size should be "24"
    - Font type should be "Calibri" or "Times New Roman" (It doesn't really matter, which).

17. In place for where the first name tag will be, go to "Insert Merge Field" -> Click "First" -> Click "Last" -> Place a space between those two.

18. Go to "Update Labels". You should see "<<First>> and <<Last>> pop up under "<<Next Record>>" for every name tag after that.

19. The first two name tags are too high, you'll want to click "enter" once to lower them down one line.

- This will help in making the first two name tags look more even when the nametags do print.
- If you don't do this, the first two name tags text will look very high on the nametags themselves.

20. Since the name tags aren't centered, you will want to go to the top left and click the button which highlights the name tags and click "Ctrl+E"

21. The name tags themselves aren't centered, you'll also want to highlight the nametags and click "Ctrl+E" to center them.

22. You can go ahead and click "Next: Arrange your labels" and go to "Next: Preview your labels"

23. You'll be able to preview the labels and see how they look.
    - If you go to "Preview your labels" and at the "recipient sheets", some name tags will repeat. No need to worry about that, for some reason it shows that but when you continue on with these steps, it will not be a problem.

24. Click "Next: Complete the merge"

25. Go to "Merge" -> Click "Edit Individual Labels".

26. At the "Merge to New Document" table, click "OK". A new Word doc will pop out which will show all the name tags. Double check it to make sure that everything is correct. If not, edit it.

27. Print it.

28. Rip them apart.
    - Loose name tags can go to the student workers as they have a pile of blank name tags that can be used for other COE/CMN events and Open House.

*THE END!*

## *How to Print Name Tags (With Mail Merge using Open House Name Tags)*

**STUDENT WORKER DESKS**

- Blank Name Tags

**STEPS**

1. Go to the event on Slate.

2. Go to the right and click "Export Date"

3. Output should be "Excel Spreadsheet", click "Export"

4. Open the Excel spreadsheet once it has been downloaded to the computer.

5. (Optional) You can delete the columns not needed as the only columns you will need are the "First" and "Last".

6. Take your cursor and highlight headings "First", "Last" and all the entries in those columns.

7. Go to "Formulas" and click "Define Name"

8. A table will pop up called, "New Name". You can change the name if you'd like, however it isn't necessary. Click "OK"
   - You will want to keep this spreadsheet open.

9. Open a blank Word document.

10. Go to Mailings -> "Start Mail Merge" -> "Labels" -> "Change document layout" -> "Label options"

11. A "Label Options" table will pop up, change the "Label Vendors" to "Avery US Letters".

12. After, scroll down to "45395 Ecofriendly Name Badges" and click "OK"

13. Go to "Next: Select recipients"

14. You will want to click "Use an existing list" -> "Browse …" -> Find the Excel spreadsheet ->
    ○ If you changed the name of the spreadsheet in step #7, you are going to want to click that one. If you did not change the name, you will want to click the one that says "First".

15. A "Mail Merge" Table will pop up; you do not need to click anything there. Just click "OK"

16. The document will show "<<Next Record>>" on the columns/rows, except for the first name tag. Now you'll need to reformat the name tags. Font size should be "24" for the names of people while the names of the departments/colleges can be in "20".
    ○ If you'd like to change font size to be either bigger or smaller, please do it. The font size is just a suggestion.

17. Font type should be "Calibri" or "Times New Roman" (It doesn't really matter, which).

18. In place for where the first name tag will be, go to "Insert Merge Field" -> Click "First" -> Click "Last" -> Place a space between those two

19. Go to "Update Labels". You should see "<<First>> and <<Last>> pop up under "<<Next Record>>" for every name tag after that.

20. The first two name tags are too high, you'll want to click "enter" once to lower them down one line.

21. Since the name tags aren't centered, you will want to go to the top left and click the button which highlights the name tags and click "Ctrl+E"

22. The name tags themselves aren't centered, you'll also want to highlight the nametags and click "Ctrl+E" to center them.

23. You can go ahead and click "Next: Arrange your labels" and go to "Next: Preview your labels"

24. You'll be able to preview the labels and see how they look.
    ○ If you go to "Preview your labels" and at the "recipient sheets", some name tags will repeat. No need to worry about that, for some reason it shows that but when you continue on with these steps, it will not be a problem.

25. Click "Next: Complete the merge"

26. Go to "Merge" -> Click "Edit Individual Labels".

27. At the "Merge to New Document" table, click "OK". A new Word doc will pop out which will show all the name tags. Double check it to make sure that everything is correct. If not, edit it.

28. Print it.

29. Rip them apart.

*THE END!*

## How to Print Parking Passes

**STUDENT WORKER DESKS/MPR**

- Colored Paper

**STEPS**

1. Go to "W" drive -> "ops" -> "DEM" -> "Grad Admission-COE" -> "Graduate Admissions" -> "2019" -> Student Employee Folder -> Events

2. Click "Parking Voucher Daily_COE-CMN v. multiple"

3. Once the PDF is open, go to the right and click "Fill & Sign"

4. When it asks, "Who needs to fill and sign first?" Click "Me".

5. Hover over the line next to "Only valid on" and type in the date of the event.

6. Depending on how many people sign up for the event, print enough for the registrants.
   - We never end up using all of the parking passes, so you don't need to print that many b/c people usually take the train, walk or etc.
   - You can likely print a little less than half of the # of registrants for any of our usual events (i.e. any non Open House event)

7. Find colored paper (can be any color) and put it in the printer.

- The sheets should be the same color for the event.

8. Put paper in the adm printer.

9. Print.

10. Either cut using scissors or use the paper cutter by Back Cabinet 2 so the parking passes are individualized.

*THE END!*

## How to Print Lined Paper

**BACK CABINET 2 or ASK [staff member name]**

- Blank paper

**STEPS**

1. In the "Student Employee" folder, go to the "Events" folder.
   - Go to the "W" drive -> ops -> DEM -> Grad Admission-COE -> Graduate Admissions -> 2019 -> Student Employee Folder -> Events

2. Open the Word doc called, "Lined Paper (Blank)"

3. Grab some blank paper.
   - Some lined paper can be found at the back cabinet 2 or you'll need to ask [staff member name] for a key to get some lined paper from where LAS/CSH stores paper.

4. Print it.
   - You can print from whatever printer.
   - Though it is recommended you use the "gar-hpc6015a" printer if it's a lot of lined paper you're printing out.

*THE END!*

## How to Print Name Plates

**BACK CABINET 2 or CUBBIES**

- Cardstock Cream

**STEPS**

1. Grab enough of the "Cardstock Cream" paper.
   - There are two cardstock papers, cream and white. Be sure to grab the "cream" one.

2. The printer doesn't need to be adjusted for the cardstock paper, so you don't need to change anything there.

3. The counselor/manager will send us a link of the names so just open a Word doc.

4. The names of each person should be their own page, with the names located at the bottom of each page.

5. Change the font style/size.
   - Font Style: Times New Roman
   - Font Size: 80/70 point font
      i. You can play around with font style/size. The above are just some suggestions.
      ii. If a person's first and last name takes up two lines, you will need to make it smaller so that the paper can fold properly.
      iii. Ideally the first and last name should take up one line and the role/program that the person is should take up its own line.

6. The paper can be set as landscape.

7. Put the paper in the printer.

8. Print to the gar printer.

9. Fold the paper to ensure that they stand on their own.

*THE END!*

## How to Steam Table Cloths

**HOTEL OFFICE**

11 tablecloths:

- 7 COE
- 1 "DePaul University, Chicago, Illinois)
- 1 CMN
- 1 "DePaul University"
- 1 COE (off color)
- All the table cloths are in the drawer back by the student assistant's

It is the student worker's responsibility to steam the table cloths however for larger events such as Open House, if notified earlier (meaning weeks in advance), we can have the table cloths steamed by the cleaners. It is [staff member name]'s responsibility then to get and bring back these tablecloths to and from the cleaners.

*Steps for Student Worker Steaming*

**STEPS**

1. Lay out the table cloth (as flat as possible).
   - Some options for places to steam the tablecloth include:
     - Option 1) Back by student assistants, grab 2 chairs and line them up together to drape the tablecloth over the chairs. Ensure that you can still reach the outlet.
     - Option 2) By the main desk back here. You would just have to figure out how to lay out the tablecloth to steam it.
     - Option 3) In the hotel office. . You would just have to figure out how to lay the table cloth down as flat as possible against the wall.
       - Check with [staff member name] first to make sure that no one has the room reserved.
     - Options etc.) If there is another place you'd like to steam table cloths at, go for it.

2. Unscrew the nozzle head of the steamer and fill it with cold water to the desired level. When you finish filling, lock the head back on.

3. Plug the steamer into the outlet.

4. Turn the ON/OFF switch to the ON position. The switch light indicates the steamer is on and will emit in 2 minutes from the nozzle.
   - The steamer will make some noise during these 2 minutes and that is normal.

5. 5. After the 2 minutes, go ahead and steam the table cloth.
   - If you run out of cold water, the steam will automatically turn off. Unplug the steamer and fill it up with cold water. Repeat.

- The steam from the nozzle and the cold water you put into the steamer may drip. Be careful, the water that drips out is very hot.

6. Let the tablecloth air dry.

7. After you have finished steaming, unplug the streamer and let it air out for a couple of minutes before putting it back in the box.
   - Please unplug the steamer from the outlet once you're done with it and let it air dry.
   - People can trip over the cord if it's still plugged in.

*THE END!*

## *Steps for Professional Cleaner Steaming*

**STEPS**

1. You will just need to go through the table cloths and look for the ones that have the most stains.
   - Not all table cloths will be able to be steamed enough that stains come out

2. Keep either on hangers or in bags and give them to [staff member name] so she can gather them to take to the cleaners.

*THE END!*

## How to Pull Excel Spreadsheet of Those Signed Up for an Event

This isn't required, it just helps in event prep since it allows you to view all the registrant information in one place instead of having to go back and forth in Slate.

- This sheet can also be thrown away after it has been printed out. It is for internal office use here and not pertinent to the event.

**STEPS**

1. Go to the event on Slate.

2. Go to the right and click "Export Date"

3. Output should be "Excel Spreadsheet", click "Export"

4. Open the Excel spreadsheet once it has been downloaded to the computer.

5. The only information you will need is the "First", "Last", "Field: Academic Interest1", "Field: Academic Interest2" and "Additional_Guest". Delete the rest.
   - To delete the other columns, hold down the left side mouse and drag it over the unnecessary columns.

6. Print the spreadsheet.

*THE END!*

## How to Scan QR Code(s)

QR codes are another way to check in for events. It's a faster way but requires that the registrant have their email open. QR codes aren't available for ALL events, [staff member name] needs to discuss with Slate when she add's QR codes for events. These codes will only be used for events with large numbers such as the lecture series events or Open House.

Slate on the iPad needs to be the most updated version to be able to scan QR codes.

To scan QR codes, you must use the Slate app, not on the web browser version.

**STEPS**

1.  Login to the Slate app & open the event.

2.  Click "Launch Check In"

3.  Click "Scan"

4.  If the attendee doesn't have their QR code open, ask them to see their QR code.
    ○  The code will be included in an email that was sent to them.
    ○  Some attendees may print this email, that will work too. Just scan it from the paper.

5.  Scan the QR code provided by the attendee.

6.  You will know that it has scanned properly when the screen goes green and says "Welcome [insert name here]"

7.  The attendee's status will change to "Attended" automatically.

*THE END!*

## How Online Events Work using Slate

This office will occasionally hold online information sessions for students, held at night, using Slate.

Student workers don't need to grab anything or prepare for these types of events, but it is something that the counselors will hold/figure out.

**HOW IT WORKS (BEFORE)**

- Once students have signed up for the event, they will receive the confirmation email.
- Closer to the date of the event, the student will receive another email with a link to where the online event will be held.
  - The email notes that the link will not be active until the start of the event.
- Once the event has started, students will gather virtually at the link.

**HOW IT WORKS (DURING)**

- Students will gather virtually at the link at the time of the event.
- The online event works as an online lecture where the counselor will project the presentation to all registrants and speak throughout the presentation.

**HOW IT WORKS (AFTER)**

- "Launch Check In" will be the responsibility of the counselor as they should handle that.
- However, student employees should double check that the day after to ensure that it has been completed.

# COE

## COE Small Group Info Session

- This event will always be on DePaul's Lincoln Park campus.
- Date of event:
- Counselor:
- Student Worker Supporting this Event:

### *Event Prep –*

**MPR**

- ❏ Premade Folders (COE Outcomes, COE Colored Tour Guide, COE Finance & Lined Paper)
  - COE Colored Tour Guide & Lined Paper can be printed from any computer.
  - COE Outcomes and COE Finance sheets are ordered in.

- ❏ Advancer/Changer (Depends on Students' Programs of Interest)
  - NOTE: If there are no premade folders in MPR, you will need to make them.
  - See above for what goes into a Small Group Info folder.
  - Don't forget to make some guest folders

- ❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
  - Check what program shells you will need by pulling the excel spreadsheet of the registrants and putting them in the folder.
  - If the spreadsheet doesn't specify specific concentrations for programs that have a variety of concentrations, grab one of each concentration and put it in the folder. Better to have more information.
  - See "How to Pull Excel Spreadsheet of Those Signed Up for an Event"

- ❏ Grab 10 of Each Program Shell We Have in MPR
  - ● These do not go into folders.
  - ● Collate them in a stack for event prep on the day of (or before) the event.
  - ● These will be put in Plexiglas in the room, so students can grab them as needed.

- ❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University)
  - ● To check if a student is a DePaul alumni, you will need to individually click each student's name and scroll down to look at the "I already have a degree from DePaul University" question on Slate.
  - ● This information does not show up when you pull the excel spreadsheet.

**MAIN DESK (LOCKBOX)**

- ❏ Wireless Clicker
  - ● This is something that the counselor needs to remember as it aids in their presentation.

**MAIN DESK**

- ❏ Business Cards (Depends on Counselor)
  - ● Ask the respective counselor or [staff member name] for more business cards.

- ❏ Inquiry Cards

- ❏ Mug

- ❏ Sharpies

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
    - ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESKS**

- ❏ Blank Name Tags for Guests and Walk-In's

**ANY COMPUTER**

- ❏ Print Parking Passes
    - ● If unsure how to print parking passes, see "How to Print Parking Passes"

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallet

- ❏ Magnetic Clips

**CUBBIES**

- ❏ Table Stands/Plexiglass

**PT EVENT SUPPORT**

- ❏ Order F.O. Table
  - ● They will need to remember to do this.

- ❏ Order Catering
  - ● They will need to remember to do this.

*Event Prep for Room (On the Friday before/Day of the Event) –*

**HOTEL OFFICE**

❏   4 COE table cloths

**STEPS**

1.   (If table cloths are already steamed, skip this step) Steam the table cloths using the steamer.
     ○   If unsure how to steam table cloths see, "How to Steam Tablecloths".

2.   Lay out table cloths on the tables during setup.

**CUBBIES**

❏   Table Stands/Plexiglas

**STEPS**

1.   Set up table stands on the side of the room.

2.   Put the 10 2019 COE/CMN Program Shells of all COE programs in the table stands.
     ○   [staff member name] created a sheet about how to set up for these events. You don't
         need to use the set up sheet, but it does help things run smoother during setup.
     ○   The table stands are labeled however, you do not NEED to follow them. If it is helpful to
         follow the labeling on the table stands, use it but you do not need to strictly follow the
         labeling.

**MAIN DESK**

❏   iPad(s) or "Launch Check In" sheet

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. During the event, you will do check in through the "Launch Check In" feature
   - Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the event prep bag.

**MAIN DESK**

❏ Program Signs & Holders

**PROGRAM SIGNS & HOLDER STEPS**

1. After you have set up the table stands, put the program signs & holders next to the appropriate program signs.

# COE Crete-Monee Cohort: Doctorate of Education (EdD) Information Session

This event will not be on DePaul's campus. Crete-Monee cohort events will always be held in the Crete-Monee school district (the Crete-Monee Middle/High School and School District Offices)

- Date of event:
- Counselor:
- Student Worker Supporting:

## *Event Prep –*

- ❏ Premade Folders (COE Outcomes, COE Colored Tour Guide, COE Finance & Lined Paper)
    - COE Colored Tour Guide & Lined Paper can be printed from any computer.
    - COE Outcomes and COE Finance sheets are ordered in.

- ❏ Advancer/Changer (Depends on Students' Programs of Interest)
    - NOTE: If there are no premade folders in MPR, you will need to make them.
    - See above for what goes into a Small Group Info folder.
    - Don't forget to make some guest folders

- ❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University)
    - To check if a student is a DePaul alumni, you will need to individually click each student's name and scroll down to look at the "I already have a degree from DePaul University" question on Slate.
    - This information does not show up when you pull the excel spreadsheet.

- ❏ 11x17 sheets (General Program Information & Course Descriptions)
    - Ensure that you've gotten the correct sheets (the Crete Monee "General Program Information" and the Crete Monee " Course Descriptions")

- There are 2 different sheets.
- If unsure how to print 11x17, see "How to Print 11x17 Paper (Crete-Monee Course Descriptions, Crete-Monee General Program FAQ & TFA FAQ)"

**MAIN DESK (LOCKBOX)**

- ❏ Wireless Clicker
  - This is something that the counselor needs to remember as it aids in their presentation.

**MAIN DESK**

- ❏ Business Cards
  - Ask the respective counselor or [staff member name] for more business cards.

- ❏ Inquiry Cards

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - If unsure how to make name tags, see "How to Print Name Tags"

- ❏ Blank Name Tags for Guests and Walk-In's

**BACK CABINET 2**

- ❏ Highlighters
- ❏ Phone Wallets
- ❏ Magnetic Clips

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
  - ● They will need to remember to do this.

- ❏ Catering
  - ● They will need to remember to do this.

## *Event Prep (Day of the Event)*

**HOTEL OFFICE**

- ❏ 1 COE tablecloth

**STEPS**

1. Grab a "College of Education" tablecloth.

2. Steam it.
   - If possible, steam the table cloth(s), an hour or two before the counselor leaves for the event. Tablecloths can get damp/wet from the steamer so it's helpful to give it some place to air dry before giving it to the counselor.

3. Air dry.

4. Once the tablecloths are dry/not as wet, pack the tablecloth back into its bag and give that to the admission counselor, along with the rolling bag.

**ADMISSION COUNSELOR OFFICE**

- ❏ 1 rolling bag

**STEPS**

1. Get the rolling bag of the admission counselor who is running the event.
   - Each counselor has their own rolling bag that they keep in their office.

2. Put all the materials in the rolling bag.

3. Give the rolling bag and dry tablecloths back to the counselor so they can take it when they leave for the event

**MAIN DESK**

❏ "Launch Check In" sheet

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the rolling bag.

## COE FOP: Doctorate of Education (EdD) Information Session

These events will not be on campus. This event will be held at the Chicago Police Training Division.

Regardless of the number of people signed up for this event, these FOP events will never be canceled.

- Date of event:
- Counselor:

*Event Prep (Prior to Day of the Event)*

**MPR**

❏ Premade Folders (COE Outcomes, COE Colored Tour Guide, COE Finance & Lined Paper)

❏ Advancer/Changer (Depends on Students' Programs of Interest)
- If there are no premade folders in MPR, you will need to make them.
- See above for what goes into a Crete-Monee Cohort folder.
- Don't forget to make some guest folders.

❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
○ Make sure each folder has an "Educational Doctorate Program in Educational Leadership with Licensure and Endorsement Opportunities" program shell.
○ Check what program shells you will need by pulling the excel spreadsheet of the registrants.
○ Some registrants maybe interested in other programs that aren't EdD

❏ 11x17 sheets (FOP Course Description & FAQ Corrected)
- Ensure that you've gotten the correct sheets (the FOP "General Program Information" and the FOP" Course Descriptions")
- There are 2 different sheets.

- If unsure how to print 11x17, see "How to Print 11x17 Paper (FOP Course Descriptions, FOP FAQ Corrected & TFA Course Descriptions)"

❏ "Application for Graduate Admission" sheet
- This sheet does not go in a folder.
- This will go into the rolling bag.

❏ "DePaul University Brings Your Degree Within Reach" sheet
- This sheet will change every month based on the dates on the sheet.
- If we run low on these, let [staff member name] know ASAP as she is the one who orders these.

**MAIN DESK**

❏ Business Cards
- Ask the respective counselor or [staff member name] for more business cards.

❏ Inquiry Cards

**STUDENT WORKER DESK DRAWERS**

❏ Pens

❏ Make Name Tags
- If unsure how to print nametags, see "How to Print Name Tags"

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

*Event Prep (Day of the Event)*

**HOTEL OFFICE**

❏   1 COE table cloth

**STEPS**

1.  Steam it.
    ●   If possible, steam the table cloth(s), an hour or two before the counselor leaves for the event. Table cloths can get damp/wet from the steamer so it's helpful to give it some place to air dry before giving it to the counselor.

2.  Air dry.

3.  Once the table cloths are dry/not as wet, pack the table cloth back into its bag and give that to the admission counselor, along with the rolling bag.

**ADMISSION COUNSELOR OFFICE**

❏   1 rolling bag (Optional)

**STEPS**

1.  Get the rolling bag of the admission counselor who is running the event.
    ●   Each counselor has their own rolling bag that they keep in their office.

2.  Put all the materials in the rolling bag.

3.  Give the rolling bag and dry tablecloths back to the counselor so they can take it when they leave for the event

**MAIN DESK**

- ❏ "Launch Check In" sheet

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the rolling bag.

# COE FOP: Doctorate of Education (EdD) to Headquarters

This event will not be on campus. This event will be held at the Chicago Police Training Division headquarters.

- Date of event:
- Counselor:

## *Event Prep*

**MAIN DESK**

- ❏ Premade Folders (COE Outcomes, COE Colored Tour Guide, COE Finance & Lined Paper)

- ❏ Advancer/Changer (Depends on Students' Programs of Interest)
  - If there are no premade folders in MPR, you will need to make them.
  - Don't forget to make some guest folders.

- ❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
  - Make sure each folder has an "Educational Doctorate Program in Educational Leadership with Licensure and Endorsement Opportunities" program shell.
  - Check what program shells you will need by pulling the excel spreadsheet of the registrants.
  - Some registrants maybe interested in other programs that aren't EdD

- ❏ 11x17 sheets (FOP Course Description & FAQ Corrected)
  - ○ Ensure that you've gotten the correct sheets (the FOP "General Program Information" and the FOP "Course Descriptions")
  - ○ There are 2 different sheets.
  - ○ If unsure how to print 11x17, see "How to Print 11x17 Paper (FOP Course Descriptions, FOP FAQ Corrected & TFA Course Descriptions)"

- ❏ "Application for Graduate Admission" sheet
  - ● This sheet does not go in a folder.
  - ● This will go into the rolling bag.

- ❏ "DePaul University Brings Your Degree Within Reach" sheet
  - ● This sheet will change every month based on the dates on the sheet.
  - ● If we run low on these, let [staff member name] know ASAP as she is the one who orders these.

- ❏ Inquiry Cards

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - ● If you're unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❏ Blank Name Tags for Guests and Walk-In's

**MPR**

❏ FOP Blue Bag with Other Materials

**HOTEL OFFICE**

❏ 1 COE table cloth

**TABLECLOTH STEPS**

1. Grab a "College of Education" tablecloth.

2. Steam it.
   ● If possible, steam the table cloth(s), an hour or two before the counselor leaves for the event. Table cloths can get damp/wet from the steamer so it's helpful to give it some place to air dry before giving it to the counselor.

3. Air dry.

4. Once the table cloths are dry/not as wet, pack the tablecloth back into its bag and give that to the admission counselor, along with the rolling bag.

**ADMISSION COUNSELOR OFFICE**

❏ 1 rolling bag (Optional)

**STEPS**

1. Grab the rolling bag from whoever is leaving for this event.

2. Put all of this stuff in the rolling bag.

3. Give the rolling bag back to the counselor before they plan to leave.

**COE Teach for America – Principal Prep Information Session**

NOTE: This event will always be held on DePaul's Lincoln Park campus.

- Date of event:
- Counselor:
- Student Worker Supporting this Event:

## *Event Prep (Prior to Day of the Event)*

**MPR**

❏ Premade Folders (COE Outcomes, COE Colored Tour Guide, COE Finance & Lined Paper)

❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
  - Make sure each folder has an "Educational Doctorate Program in Educational Leadership with Licensure and Endorsement Opportunities" program shell.
  - Check what program shells you will need by pulling the excel spreadsheet of the registrants.
  - Some registrants maybe interested in other programs that aren't EdD

❏ 11x17 sheets (TFA Course Description & TFA FAQ)
  ○ Ensure that you've gotten the correct sheets (the TFA "Course Description" and the TFA " FAQ")
  ○ There are 2 different sheets.
  ○ If unsure how to print 11x17, see "How to Print 11x17 Paper (FOP Course Descriptions, FOP FAQ Corrected & TFA Course Descriptions)" OR "How to Print 11x17 Paper (Crete-Monee Course Descriptions, Crete-Monee General FAQ & TFA FAQ)"

**MAIN DESK**

❏ Business Cards

- ❏ Mugs

- ❏ Sharpies

- ❏ Inquiry Cards

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

- ❏ Magnetic Clips

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
    - ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

- ❏ Blank Name Tags for Guests and Walk-In's

**ANY COMPUTER**

- ❏ Parking Passes
  - ● See "How to Print Parking Passes" for more info.

**MAIN DESK (LOCKBOX)**

- ❏ Wireless Clicker
  - ● The counselor will need to remember this.

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
  - ● He will need to remember to do this.

- ❏ Catering
  - ● He will need to remember to do this.

*Event Prep for Room (On the Day Before/Day of Event)*

**HOTEL OFFICE**

- ❏ 1 tablecloths

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".
2. Lay out table cloths on the tables during setup.

**CUBBIES**

- ❏ Table Stands

**STEPS**

1. Set up table stands on the side of the room.
   - Put the 10 2019 COE/CMN Program Shells of all COE programs in the table stands.
2. [staff member name] created a sheet about how to set up for these events. You don't need to use the set up sheet, but it does help things run smoother during setup.

**MAIN DESK**

iPad(s) or "Launch Check In" sheet

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".

- During the event, you will check in through the "Launch Check In" feature.

2. Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the rolling bag.

**PROGRAM SIGNS & HOLDERS**

❏ Program Signs & Holders

**PROGRAM SIGNS & HOLDERS STEPS**

1. After you have set up the table stands, put the program signs & holders next to the appropriate program signs.

## COE Accelerated Graduate Admission Events

NOTE: This event will always be held on DePaul's Lincoln Park campus.

- Date of event:
- Student Worker Supporting this Event:

**MAIN DESK**

- ❏ Premade Admit Kits (Blank COE Folder, COE Finance Sheet, COE Checklist)
  - If there are no premade admit kits, you will need to make some. The documents are listed above.

- ❏ Sharpies

- ❏ Value Add

- ❏ Mugs

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - If unsure how to make name tags, see "How to Print Name Tags"

- ❏ Blank Name Tags for Guests and Walk-In's

**ANY COMPUTER**

- ❏ Parking Passes
    - ● See "How to Print Parking Passes" for more info.

**MPR**

- ❏ Purple Folders

- ❏ Accelerated Event Committee Grid
    - ● [staff member name] will sometimes bring this over to us and leave them by our desks. If not, there are some of these sheets in MPR listed as "Accelerated Event Committee Grid".

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
    - ● They will need to remember to do this.

- ❏ Catering
    - ● They will need to remember to do this.

*Event Prep (On the Day of the Event)*

**HOTEL OFFICE**

- ❏ 1 COE table cloth.

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out tablecloths on the tables during setup.

**MAIN DESK**

- ❏ 2 Refreshment Signs

**STEPS**

1. Grab the refreshment signs.

2. Put the refreshment signs on the table and make sure that they are visible.

*Protocol for the Check In Table*

For questions regarding this, see [staff member name].

1. Get their name and check them into the event.

2. Ask to see their ID and check that their name matches the name on the transcripts/registrant list.
   - Asking them for their ID is important just because they could be handing us (unopened) transcripts.
   - If opened, it's unofficial

3. Grab the folder with their name on it and ask the student if they have any paper documents for the AGA event.
   - If the student has paper documents, put the documents in the folder.

4. Write the time that the student came in on the top-right side of the admission grid paper.
   - This is to ensure that the student isn't waiting too long.

5. Tell the student that they can have a seat while they wait.

6. Give the purple folder to [staff member name] who will get an admission counselor.
   - (If a student has not been admitted, skip to step 8) If the student has been admitted, give them an admit folder.
   - (If a student has been accepted, disregard this step) If the student has not been admitted, do not give them an admit folder. They will just have a talk with an admission counselor.

*THE END!*

**COE Graduate New Student Orientation**

NOTE: This event will always be held on DePaul's Lincoln Park campus.

This event is run by Advising and we support it. Advising should have all their materials.

- Date of event:
- Student Worker(s) Supporting this Event:

## *Event Prep (Prior to Day of the Event)*

**MAIN DESK**

- ❏ Sharpies

- ❏ Mugs

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

**CUBBIES**

- ❏ Open House Folder
    - The 4 sheets from the PT Admission Assistant & lined paper from MPR will go in these folders.

**BACK CABINET 2**

- ❏ Phone Wallets

- ❏ Highlighters

- ❏ Magnet Clips

- ❏ COE Bags

**STUDENT ASSISTANT DESK**

- ❏ Blank Name Tags

- ❏ Pencils

**[STAFF MEMBER NAME]**

- ❏ 2 Mugs for Pens

**PT ADMISSION ASSISTANT**

- ❏ "Agenda" Sheet from Advising

- ❏ "ECC Flyer" Sheet from Advising

- ❏ "University Resources" Sheet from Advising

- ❏ "Athletics Ticket" Half Sheet from Athletics

**MPR**

- ❏ Lined Paper

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
  - They will need to remember to do this.

- ❏ Catering
  - They will need to remember to do this.

*Event Prep (On the Day of)*

**BACK CABINET 2**

❏ 1 COE table cloth

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

**MAIN DESK**

❏ iPad(s) or "Launch Check In" sheet

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".
   - During the event, you will do check in through the "Launch Check In" feature

2. Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the rolling bag.

**AUSL Graduate Orientation**

NOTE: This event will always be held on DePaul's Lincoln Park campus.

This event is led by AUSL folks, so we don't need to grab as many materials.

- Date of event:
- Counselors:
- Student Worker Supporting this Event:

## *Event Prep (Prior to the Day of the Event)*

**STUDENT WORKER DESK DRAWERS**

❏ Pens

❏ Make Name Tags for Registrants
  - If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❏ Blank Name Tags for Guests and Walk-In's

**MAIN DESK**

❏ AUSL Event Signs
  - There are 7 signs in total. They are in 2 bags labeled "AUSL".
  - The only signs we need are the ones that establish "Check In" and "Welcome & Overview".
  - For these signs, we need easels but that is something that Facility Ops brings.

❏ Mugs

- ❏ Sharpies

**MPR**

- ❏ Blank COE Folder
  - Lined paper, COE Tour Guide, AUSL Schedule sheet & Wi-Fi instructions will go in this folder.

- ❏ Lined Paper

- ❏ COE Tour Guide

**PT ADMISSION ASSISTANT**

- ❏ AUSL Graduate Orientation Schedule Sheet

- ❏ Wi-Fi Instructions Sheet

**BACK CABINET 2**

- ❏ Highlighters

**BACK CABINET 1**

- ❏ Name Plates

- See "How to Print Name Plates

**PT EVENT SUPPORT RESPONSIBILITIES**

❏ F.O. Table
- They will need to remember to do this.

❏ Catering
- They will need to remember to do this.

# COE FOP – Orientation/Admitted Student Reception

NOTE: This event will not be on campus. This event will be held at the Police Academy.

Previously, this event will be given to us the day before or the day of, so we do not get much notice on these events.

- Date of event:
- Counselors:

## *Event Prep*

**MAIN DESK**

iPad(s) or "Launch Check In" sheet

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. During the event, you will do check in through the "Launch Check In" feature
   - Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the rolling bag.

**BACK CABINET 2**

- ❏ Highlighters

❏ Phone Wallets

**BACK CABINET 1**

❏ Name Plates (for speakers)
- See "How to Print Name Plates" section

**STUDENT WORKER DESK DRAWERS**

❏ Pens

❏ Make Name Tags for Registrants
- If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❏ Blank Name Tags for Guests and Walk-In's

**HOTEL OFFICE**

❏ 1 COE table cloths

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

**COE Doctoral Program Fall Orientation**

NOTE: This event will always be held on DePaul's Lincoln Park campus.

This is a mandatory event hosted through COE that we support. Materials should be brought over to the COE a few days prior to the event so they can add their materials to the folders and set up the bags with the materials in them

- Date of event:
- Counselors:
- Student Worker Supporting this Event:

## *Event Prep*

**STUDENT WORKER DESK DRAWERS**

❏ Pens

❏ Make Name Tags for Registrants
  - If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❏ Blank Name Tags for Guests and Walk-In's

**MPR**

❏ Blank COE folders (no materials need to be added to these)

**CUBBIES**

❏ COE Bags

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

- ❏ Magnet clips

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
  - They will need to remember to do this.

- ❏ Catering
  - They will need to remember to do this.

**HOTEL OFFICE**

- ❏ 1 COE table cloth

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

**MAIN DESK**

- ❏ Mugs

- ❏ Sharpies

**iPAD(S) OR "LAUNCH CHECK IN" SHEET**

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".
   - During the event, you will do check in through the "Launch Check In" feature

2. Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   - This doesn't need to go in a folder, just put it in the rolling bag.

## COE Catholic Schools Presentation

NOTE: This event will not be held on campus.

- Date of event:
- Counselors:

## *Event Prep*

**CUBBIES/MPR**

❏ Open House Folder (Ed Leadership Principal Endorsement Master's Program and Catholic Leadership Concentration program shells, Finance, Lined Paper, "Chicago Archdiocese Office of Catholic School Leadership Cohort", "Application and Financial Aid Information and FAQs" & COE Tour Guide)
  - Open House folders can be found in Cubbies
  - Ed Leadership Principal Endorsement Master's Program and Catholic Leadership Concentration program shells, "Chicago Archdiocese Office of Catholic School Leadership Cohort", "Application and Financial Aid Information and FAQs" and COE Tour Guides can be found in MPR

**STUDENT WORKER DESK DRAWERS**

❏ Pens

**MPR**

❏ 25 Ed Leadership Doctoral Global Catholic Leader Program Shells
  - This does not need to be put in any folders.

**MAIN DESK**

❏ Inquiry Cards

- ❏ Business Cards
  - If there are no more business cards, see [staff member name] or the appropriate counselor.

**BACK CABINET 2**

- ❏ 25 Highlighters

- ❏ Magnet Clips

**HOTEL OFFICE**

- ❏ 1 COE table cloth

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

**ADMISSION COUNSELOR OFFICE**

- ❏ 1 rolling bag

**STEPS**

1. Grab the rolling bag from whoever is leaving for this event.

2. Put all of this stuff in the rolling bag.

3. Give the rolling bag back to the counselor before they plan to leave.

## Counseling Information Session

NOTE: This event will always be held on DePaul's Lincoln Park campus.

- Date of event:
- Counselors:
- Student Worker Supporting this Event:

## Event Prep (Prior to Day of the Event)

**MPR**

- ❏ Folders (Folders, COE Outcomes, COE Finance, Lined Paper & 3 Counseling program sheets)

- ❏ 30 of Each of the 3 Counseling program shells

- ❏ Inquiry Cards

**ANY COMPUTER**

- ❏ Print Parking Passes

**MAIN DESK**

- ❏ Mug

- ❏ Business Cards (Depending on the Counselor)

- ❏ iPad

- ❏ Sharpies

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

- ❏ Blank Name Tags for Guests and Walk-In's

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

- ❏ Magnet Clips

**BACK CABINET 1**

- ❏ Print Nameplates (List will be given to us)

PT EVENT SUPPORT RESPONSIBILITIES

- ❏ F.O. Table
    - ● They will need to remember to do this.

- ❏ Catering
    - ● They will need to remember to do this.

*Event Prep (On the Day of the Event)*

**HOTEL OFFICE**

❏  3 COE Table cloths

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

# EdD Information Session

NOTE: This event will always be held on DePaul's Lincoln Park campus.

- Date of event:
- Counselors:
- Student Worker Supporting this Event:

## *Event Prep (Prior to Day of the Event)*

**MAIN DESK**

- ❏ Mug

- ❏ Sharpies

**MPR**

- ❏ Premade Folders (Program Shells, Finance Sheets, Outcome Sheets & Tour Guides)

- ❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University)
    - To check if a student is a DePaul alumni, you will need to individually click each student's name and scroll down to look at the "I already have a degree from DePaul University" question.
    - This information does not show up when you pull the excel spreadsheet.

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants

- If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

- ❏ Blank Name Tags for Guests and Walk-In's

**ANY COMPUTER**

- ❏ Print Parking Passes

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

- ❏ Magnet Clips

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
  - They will need to remember to do this.

- ❏ Catering
  - They will need to remember to do this.

*Event Prep (On the Day of the Event)*

**HOTEL OFFICE**

❏ 3 COE Table cloths

**STEPS**

1. Steam the table cloths using the steamer.
    - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup

## Aspiring Teachers Info Session

NOTE: This event will always be held on DePaul's Lincoln Park campus.

- Date of event:
- Counselors:
- Student Worker Supporting this Event:

*Event Prep (Prior to Day of the Event)*

**MPR**

❑ Folders (Program Sells, Finance Sheets, Outcome Sheets, COE Tour Guides)

❑ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University)
  ● To check if a student is a DePaul alumni, you will need to individually click each student's name and scroll down to look at the "I already have a degree from DePaul University" question.
  ● This information does not show up when you pull the excel spreadsheet.

**STUDENT WORKER DESK DRAWERS**

❑ Pens

❑ Make Name Tags for Registrants
  ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❑ Blank Name Tags for Guests and Walk-In's

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

- ❏ Magnet Clips

PT EVENT SUPPORT RESPONSIBILITIES

- ❏ F.O. Table
    - ● They will need to remember to do this.

- ❏ Catering
    - ● They will need to remember to do this.

## Event Prep (On the Day of the Event)

**HOTEL OFFICE**

- ❏ 1 COE table cloth

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup

## College of Education Visit Night

This event will be online.

No prep is needed.

## Any COE Online Information Session

These events will always be held online.

No prep is needed.

The counselors should already have everything they need for the event.

## Where to Find COE Materials –

If items are low/missing from any of these spaces, let the PT Admission Assistant and [staff member name] know.

- ❏ Folders (COE Outcomes, COE Colored Tour Guide, COE Finance & Lined Paper)
  - ● Blank COE Folders can be found in Narnia and MPR (working box).

- Outcomes can be found in Storage & MPR (working box).
- Finance can be found in Storage & MPR (working box).
- Tour Guides & Lined Paper can be printed from any computer, using plain paper.

❏ Advancer/Changer (Depends on Students' Programs of Interest)
- Advancer/Changers can be found in Narnia & MPR (working box).

❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
- Program Shell paper can be found in MPR, Back Cabinet 2 & Cubbies.
- Program Shells can be printed from any computer (except the printer by the Main Desk) or can be copied using the copier.

❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University)
- Double Demon Brochures can be found in MPR or Narnia.

❏ Business Cards (Depends on Counselor)
- Ask the respective counselor or [staff member name] for more business cards.

❏ Registrant/Blank Name Tags
- Name Tag templates sheets can be found in the student worker desk drawers.
- Blank (solo) name tags can be found by the student worker desk or can be ripped apart in the student worker desk drawers.

❏ Pens
- Pens can be found in student worker desk drawers or in Cubbies.

- ❏ Inquiry Cards
  - ● Inquiry Cards can be found at the Main Desk or in Narnia.

- ❏ Parking Passes
  - ● Colored paper can be found in MPR or in the middle drawer by the student worker desks drawers.
  - ● Parking passes can be printed from any computer.

- ❏ Highlighters
  - ● Highlighters can be found in the Back Cabinet 2.

- ❏ Phone Wallets
  - ● Phone Wallets can only be found at Back Cabinet 2.

- ❏ 11x17 Sheets
  - ● 11x17 paper can be found in Narnia.
  - ● 11x17 sheets can only be printed from the computer by the bathrooms, from any computer.

- ❏ "Application for Graduate Admission" sheet
  - ● This sheet is only stored in MPR.
  - ● If this item is low, we will need to print more. Ask [staff member name] where this sheet is.

- ❏ "DePaul University Brings Your Degree Within Reach" sheet

- This sheet is only stored in MPR.
- If this item is low, let [staff member name] know. She's the one who can order more of these.

❏ Magnet Clips
- Magnet clips can be found in Back Cabinet 2 or in Narnia.

❏ COE Bags
- COE Bags can only be found in Cubbies or at the Main Desk.

❏ COE Water Bottles
- There may be some COE water bottles in the 2nd drawer by the admission assistants, however they reside in Cubbies.
- We are trying to get rid of these water bottles, so if they run low do let the PT Admission Assistant and [staff member name] know but these probably won't be ordered.

❏ Flashlights & DePaul Notebooks & General DePaul Bags & DePaul T-Shirts (Always Large)
- These items we "borrow" from other departments, so if they are low that's it.
- Do not ask them where to get these materials if they are low since we "borrow" them.

❏ Name Plates
- The sheets for the name plates are located in cubbies and Back Cabinet 1 called, "Cardstock Cream".
- The names can be created on any computer.

❏ COE Admit Kits
- Premade COE Admits Kits are in Cubbies.

- If we have run out of premade admit kits, the parts to create an admit kit:
    - Blank COE Folders can be found in Narnia.
    - Finance sheets can be found in Storage.
    - The paper cutters are located by the bathrooms and in MPR.

- ❏ COE Admit Kit Envelopes
    - COE Admit Kit Envelopes are located in Storage and Narnia.

- ❏ COE Value Add
    - COE Value Add's are located in Storage or MPR.

- ❏ COE Value Add Envelopes
    - COE Value Add Envelopes can be found in Narnia and are called, "9x12 Envelopes".

- ❏ Sharpies
    - Sharpies can be found at the Main Desk.

- ❏ Purple Folders
    - Purple folders are only located in MPR.
    - These are for our office use only and are routinely recycled for events so if we don't have any, it's not a big deal.

- ❏ Accelerated Event Committee Grid
    - These sheets can be found only in MPR.
    - There is a chance that [staff member name] may have these too.

- ❏ Open House Signs
  - ● Open House signs can be found in Storage, by the Main Desk or in [staff member's name] office (if she moves them there).

- ❏ General Signs
  - ● General signs can only be found at the Main Desk.

- ❏ Plexiglas
  - ● Plexiglas can only be found in Cubbies

- ❏ Table cloths
  - ● Table cloths will be in the hotel office.
  - ● If table cloths have been brought back from the cleaners, they'll be put in the drawers in the Hotel Office.

- ❏ Program Signs & Holders
  - ● Program signs & holders are at the Main Desk.

- ❏ Refreshment Signs
  - ● Refreshment signs are by the iPad at the Main Desk.

- ❏ "Chicago Archdiocese Office of Catholic School Leadership Cohort"
  - ● This can be printed from any computer using the 2019 COE/CMN Program Shell Paper

- ❏ "Application and Financial Aid Information and FAQs"

- This can be printed from any computer using the 2019 COE/CMN Program Shell Paper

# CMN

## CMN Group Information Session

NOTE: This event ~~will always~~ be held on DePaul's Loop campus.

These events tend to be on Saturday so the counselor working this event will stipulate whether or not they're going to come pick up the materials from the office on Saturday or if they are going to request the rolling bag and subsequent materials on Friday.

- Date of event:
- Counselor:
- Student Worker Supporting this Event:

## *Event Prep (Prior to Day of the Event)*

**MAIN DESK**

- ❏ Premade Folders (CMN Outcomes, CMN Colored Tour Guide, CMN Finance, Lined Paper)
    - CMN Colored Tour Guide & Lined Paper can be printed from any computer.
    - CMN Outcomes and CMN Finance sheets are ordered in.

- ❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
    - Check what program shells you will need by pulling the excel spreadsheet of the registrants.
    - See "How to Pull Excel Spreadsheet of Those Signed Up for an Event"

- ❏ Grab 5 of Each 2019 COE/CMN Program Shell We Have in MPR
    - These do not go into folders.
    - Table stands are not needed for these program shells.

- ❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University) or New Graduate Award
    - If a student has indicated that they are an alumni, the New Graduate Award should be taken out. Double Demons are ineligible for the Graduate Tuition Award, so that should be excluded from the folder for students who indicate prior degrees earned from DePaul

- ❏ Business Cards (Depends on Counselor)
  - ● Ask the respective counselor or [staff member name] for more business cards.

- ❏ Inquiry Cards

- ❏ CMN Bags

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

- ❏ Blank Name Tags for Guests and Walk-In's

**BACK CABINET 2**

- ❏ Highlighter

- ❏ Phone Wallets

- ❏ Magnetic Clips

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ Catering
    - ● They will need to remember to do this.

## *Event Prep for the Event (On the Day of the Event)*

**MAIN DESK**

- ❏ iPad(s) or "Launch Check In" sheet

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. During the event, you will do check in through the "Launch Check In" feature
   ● Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   ● This doesn't need to go in a folder, just put it in the rolling bag.

## CMN General Degree Information Session

NOTE: This event will always be held on DePaul's Loop campus.

● Date of event:
● Counselors:
● Student Worker Supporting this Event:

*Event Prep (Prior to Day of the Event)*

**MAIN DESK**

❏ Premade Folders (CMN Outcomes, CMN Colored Tour Guide, CMN Finance & Lined Paper)
   ● CMN Colored Tour Guide & Lined Paper can be printed from any computer.
   ● CMN Outcomes and CMN Finance sheets are ordered in."

❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
   ● Check what program shells you will need by pulling the excel spreadsheet of the registrants.
   ● See "How to Pull Excel Spreadsheet of Those Signed Up for an Event"

❏ Grab 5 of Each 2019 COE/CMN Program Shell We Have in MPR
   ● These do not go into folders.
   ● Table stands are not needed for these program shells.

❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University) or New Graduate Award
   ● If a student has indicated that they are an alumni, the New Graduate Award should be taken out. Double Demons are ineligible for the Graduate Tuition Award, so that should be excluded from the folder for students who indicate prior degrees earned from DePaul

❏ Business Cards (Depends on Counselor)
   ● Ask the respective counselor or [staff member name] for more business cards.

❏ Inquiry Cards

❏ CMN Bags

**STUDENT WORKER DESK DRAWERS**

❏ Pens

❏ Make Name Tags for Registrants
   ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❏ Blank Name Tags for Guests and Walk-In's

**BACK CABINET 2**

❏ Highlighters

❏ Phone Wallets

❏ Magnetic Clips

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ Catering
  - They will need to remember to do this.

*Event Prep for the Event (On the Day of the Event)*

**MAIN DESK**

- ❏ iPad(s) or "Launch Check In" sheet

**IPAD STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. During the event, you will do check in through the "Launch Check In" feature
   ● Using the key at the Main Desk, get the iPad from the Main Desk cabinet.

**"LAUNCH CHECK IN" STEPS**

1. Login to Slate, open the event and click "Launch Check In".

2. Print (Ctrl+P) the sheet.
   ● This doesn't need to go in a folder, just put it in the rolling bag.

## CMN Graduate Combined Degree Information Session

NOTE: This event will always be held on DePaul's Loop campus.

● Date of event:
● Counselors:
● Student Worker Supporting this Event:

## *Event Prep (Prior to Day of the Event)*

**MPR**

- ❏ Premade Folders (CMN Outcomes, CMN Colored Tour Guide, CMN Finance & Lined Paper)
    - CMN Colored Tour Guide & Lined Paper can be printed from any computer.
    - CMN Outcomes and CMN Finance sheets are ordered in.

- ❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
    - Check what program shells you will need by pulling the excel spreadsheet of the registrants.
    - See "How to Pull Excel Spreadsheet of Those Signed Up for an Event"

- ❏ Grab 5 of Each 2019 COE/CMN Program Shell We Have in MPR
    - These do not go into folders.
    - Table stands are not needed for these program shells.

- ❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University) or New Graduate Award
    - If a student has indicated that they are an alumni, the New Graduate Award should be taken out. Double Demons are ineligible for the Graduate Tuition Award, so that should be excluded from the folder for students who indicate prior degrees earned from DePaul

**MAIN DESK**

- ❏ Business Cards (Depends on Counselor)
    - Ask respective counselor or [staff member name] for more business cards

❏ Inquiry Cards

❏ CMN Bags

**STUDENT WORKER DESK DRAWERS**

❏ Pens

❏ Make Name Tags for Registrants
  ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

❏ Blank Name Tags for Guests and Walk-In's

**BACK CABINET 2**

❏ Highlighter

❏ Phone Wallets

❏ Magnetic Clips

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ Catering
    - ● They will need to remember to do this.

# CMN ePortfolio Showcase

NOTE: This event <u>will always</u> be held on DePaul's Loop campus.

We do not run this event; we just supply the materials.

- ● Date of event:
- ● Counselors:
- ● Student Worker Supporting this Event:

**COUNSELOR**

❏ Counselor's Name Tag
   ● The counselor will have this.

❏ Business Cards
   ● This is something the counselor will have and is responsible for bringing themselves.

**MAIN DESK**

❏ CMN Bags

## CMN Graduate Programs Welcome Reception

NOTE: This event will always be held on DePaul's Loop campus.

We don't run this event so it's more of just preparing the materials.

● Date of event:
● Counselors:
● Student Worker Supporting this Event:

## *Event Prep*

**CUBBIES**

- ❏ CMN bags

**BACK CABINET 2**

- ❏ Magnet Clips

**MAIN DESK**

- ❏ Business Cards

- ❏ Inquiry Cards

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

- ❏ Blank Name Tags for Guests and Walk-In's

**COUNSELOR**

- ❏ Counselor's Name Tag
  - ● The counselor will have this.

- ❏ Business Cards
  - ● These are items the counselor will have and is responsible for bringing themselves.

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ Catering
  - ● They will need to remember to do this.

# Any Online Information Session

NOTE: These events will always be held <u>online.</u>

No prep is needed.

The counselors should already have everything they need for the event.

## Where to Find CMN Materials -

If items are low/missing from any of these spaces, let the PT Admission Assistant and [staff member name] know.

- ❏ Folders (CMN Outcomes, CMN Colored Tour Guide, CMN Finance, Lined Paper & New Graduate Awards)
    - Blank CMN Folders can be found in Narnia.
    - CMN Tour Guides and Lined Paper can be printed from any computer using plain paper.
    - CMN Finance can be found in Storage.

❏ New Graduate Awards
  ● New Graduate Awards can only be found at the Main Desk. If we are low, we will need to get them ordered. Notify [staff member name].

❏ 2019 COE/CMN Program Shells (Depends on Students' Programs of Interest)
  ● 2019 COE/CMN Program Shell paper can be found in Narnia and Back Cabinet 2.
  ● Program Shells can be printed from any computer (except printer by Main Desk) or can be copied using the copier.

❏ Double Demon Brochure (If an applicant has indicated that they are an alumni of DePaul University)
  ● Double Demon Brochures can be found in MPR and Narnia.

❏ Business Cards (Depends on Counselor)
  ● Ask the respective counselor or [staff member name] for more business cards.

❏ Registrant/Blank Name Tags
  ● Name Tag template sheets can be found in student worker desk drawers or MPR.
  ● Blank (solo) name tags can be found by the student worker desk or ripped from the student worker desk drawers.

❏ Pens
  ● Pens can be found at the student worker desk drawers or in Cubbies.

- ❏ Inquiry Cards
  - ● Inquiry Cards can be found in Narnia.

- ❏ Parking Passes
  - ● Colored paper can be found in MPR or in the middle drawer by the student worker desks drawers.
  - ● Parking passes can be printed from any computer.

- ❏ Highlighters
  - ● Highlighters can be found in the Back Cabinet 2.

- ❏ Phone Wallets
  - ● Phone Wallets can only be found at Back Cabinet 2.

- ❏ Counselor's Name Tag
  - ● The counselors should have their own name tags.

- ❏ Reusable Bags
  - ● Reusable CMN Bags can be found in Cubbies.

- ❏ Magnet Clips
  - ● Magnet clips can be found in Back Cabinet 2.

- ❏ CMN Bags
  - ● CMN Bags can also be found in Cubbies and the Main Desk.

## SCHOOL FAIR, LECTURE SERIES & ETC.

### [Name of College] Graduate & Professional School Fair

NOTE: This event will not be held at DePaul. This event takes place at whatever college that's in the title.

The counselor attending the event can advise towards how many road pieces, swag items, and program shells they will want to bring, based on the program length and target audience of the event

- ● Date of event:

- Counselors:

*Event Prep (Prior to Day of the Event)*

**MAIN DESK**

- ❏ Inquiry Cards

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

**CUBBIES**

- ❏ Road pieces

**BACK CABINET 2**

- ❏ Highlighters
- ❏ Phone Wallets

- ❏ Magnet Clips

**MPR**

- ❏ 5 of Every 2019 COE/CMN Program Shell (Minus Clinical Mental Health (see below))
  - There are some program shells that we do not need to grab since this is an event for current teachers.

- [ ] 20-30 Clinical Mental Health Program Shells

## *Event Prep (On the Day of the Event)*

**HOTEL OFFICE**

- [ ] 1 General tablecloths

**STEPS**

1. Steam the table cloths using the steamer.
   - If unsure how to steam table cloths see, "How to Steam Table Cloths".

2.  Lay out table cloths on the tables during setup.

**ADMISSION COUNSELOR OFFICE**

❏  1 rolling bag

 **STEPS**

1.  Get the rolling bag of the admission counselor who is running the event.

2.  Each counselor has their own rolling bag that they keep in their office.

3.  Put all the materials in the rolling bag.

4.  Give the rolling bag and dry tablecloths back to the counselor so they can take it when they leave for the event

## COE Professional Development Lecture Series Event

NOTE: This event will always be held on DePaul's Lincoln Park campus.

If there are instances where there are two lecture series events on the same day, the set up might be a little different with check in table, follow up with an AD or [staff member name] for more information.

Follow up with the AD/[staff member name] for more information per event.

●  Date of event:
●  Counselors:

- Student Worker(s) Supporting this Event:

## Event Prep (Prior to the Day of the Event)

**CUBBIES**

- ❏ Blue Open House Folders

- ❏ Table Stands/Plexiglas

**PT ADMISSION ASSISTANT/**[staff member name]

- ❏ Guest Wi-Fi Sheets

- ❏ Lecture Series Half Sheets

- ❏ 77-21A Forms

- ❏ 77-21B Forms

- ❏ Folders
  - These folders just aid in organize and separate the forms

**MAIN DESK**

- ❏ Refreshment signs

- ❏ Nametags

- ❏ Sharpies

- ❏ Program Signs & Holders

- ❏ Mugs

**ANY COMPUTER**

- ❏ Print Parking Passes

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

**LAS**

- ❏ iPad Stands (Optional)

- ❏ 40 of the "MS in Science Education" & "MA in Math Education and MS in Mathematics for Teaching" LAS Program Shells
  - For the lecture series events, we plug two of LAS' programs.
  - If unable to find these program shells in MPR, ask someone who works in LAS/CSH.

**MPR**

- ❏ 40 of Each Program Shell (Minus some T&L ones, Combined, School Nurse & Sports Fitness)
  - There are some program shells that we do not need to grab since this is an event for current teachers.
  - See "COE Program Shells Not Needed for Lecture Series" for a more comprehensive list of shells not needed.

**BACK CABINET 2**

- ❏ Highlighters

- ❏ Phone Wallets

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ Catering
  - They will need to remember to do this.

## COE Program Shells Not Needed for Lecture Series (As of June 19, 2019)

Since lecture series events are for current teachers, there are some program shells that aren't needed.

This is subject to change.

**PROGRAM SHELLS NOT NEEDED**

- Early Childhood

- Elementary Ed
- Secondary Ed
- World Languages
- Combined Program
- School Nurse Endorsement
- Sports, Fitness and Recreational Leadership

## *Event Prep (On the Day of the Event)*

**HOTEL OFFICE**

- ❏ 1 general table cloth

**STEPS**

1. Steam the table cloths using the steamer.

- If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

*Event Prep for Rm 102 (On the Day of the Event)*

**CUBBIES**

❏ Table Stands/Plexiglas

**STEPS**

1. Set up table stands on the side of the room.

2. Put the 10 2019 COE/CMN Program Shells of all COE programs in the table stands.
   - [staff member name] created a sheet about how to set up for these events. You don't need to use the set up sheet, but it does help things run smoother during setup.

**MAIN DESK**

- ❏ Program Signs & Holders

**PROGRAM SIGNS & HOLDERS STEPS**

1. After you have set up the table stands, put the program signs & holders next to the appropriate program signs.

## DFI Application Boot Camp/Workshop

NOTE: This event will always be held at our Lincoln Park campus.

- Date of event:
- Counselors:
- Student Worker Supporting this Event:

## Event Prep (Prior to Day of the Event)

**MAIN DESK**

- ❏ Business Cards

- ❏ Sign for the Front Door
    - ● This is something that will need to be typed and printed which should state the name & date of the event.

- ❏ Sharpies

- ❏ Mugs

- ❏ iPads

- ❏ Refreshment Signs

- ❏ Name Tag Sign

- ❏ Inquiry Cards & Clipboards

**STUDENT WORKER DESK DRAWERS**

- ❏ Pens

- ❏ Make Name Tags for Registrants
  - ● If unsure how to make name tags, see "How to Print Name Tags"

**STUDENT WORKER DESK**

- ❏ Blank Name Tags for Guests and Walk-In's

**FRONT DESK**

- ❏ Wi-Fi Sheets

**MPR**

- ❏ Lined Paper

**ANY COMPUTER**

- ❏ Print Parking Passes

**STORAGE CABINET 1**

- ❏ Print Nameplates

**NARNIA**

- ❏ 1 Large Easel

**PT EVENT SUPPORT RESPONSIBILITIES**

- ❏ F.O. Table
  - ● They will need to remember to do this.

- ❏ Catering
  - ● They will need to remember to do this.

**HOTEL OFFICE**

- ❏ 2 General Tablecloths

**STEPS**

1. Steam the table cloths using the steamer.
   - ● If unsure how to steam table cloths see, "How to Steam Table Cloths".

2. Lay out table cloths on the tables during setup.

# Where to Find School Fair & Lecture Series Materials (If They Are Not Listed in the Spaces Above) –

- ❏ Pens
  - ● Pens can be found in the student worker desk drawers or Cubbies.

- ❏ Inquiry Cards
  - ● Inquiry Cards can be found in Narnia.

- ❏ Road pieces
  - ● Road pieces can be found in Cubbies.

- ❏ Phone Wallets
  - ● Phone Wallets can only be found in Back Cabinet 2.

- ❏ Magnet Clips
  - ● Magnet clips can be found in Back Cabinet 2 or in Cubbies.

- ❏ Highlighters
  - ● Highlighters can be found in the Back Cabinet 2.

- ❏ Blue Folders
  - ● Blue folders can be found in Cubbies.

- ❏ Plexiglas
  - ● Plexiglas can be found in Cubbies.

- ❏ Refreshment signs
  - ● Refreshment signs can be found by the Main Desk.

- ❏ Guest Wi-Fi Sheets, Lecture Series Half Sheets, 77-21A & 7721B Forms, Tan Folders (Just to organize and separate the forms)
  - ● These sheets and documents will be supplied from the PT Admission Assistant or [staff member name] and then given to us to have/assemble.

- ❏ Nametags
  - ● Name Tag Template sheets can be found also in the student worker desk drawers or in MPR.
  - ● Blank (solo) name tags can be found in the student worker desk or ripped from the template sheets in the student worker desk drawers.

- ❏ Sharpies
  - ● Sharpies can be found in MPR, by the Inquiry Cards.

- ❏ Additional iPad(s)
  - ● Additional iPad(s) can be found by [staff member name].
  - ● There should be 3 that she has, 2 of them will be the newer iPad(s) with the back of them indicating that they were received May 2019. The 3rd one will be the older iPad received prior to May 2019. That one can still be used (if needed).
  - ● There will be no iPad chargers.

- ❏ Mugs
  - ● Mugs can be found at the Main Desk

- ❏ iPad Stands (Optional)
  - ● iPad Stands belong to LAS/CSH so ask Valentina.

- ❏ LAS Program Shells
  - ● If unable to find these program shells in MPR, ask LAS/CSH.

- ❏ 2019 COE/CMN Program Shells
  - Program Shell paper can be found in Back Cabinet 2.
  - Program Shells can be printed from any computer (except printer by Main Desk) or can be copied using the copier