

Assistant Tasks – High Tech Thursdays Events

The following is a list of tasks to be performed by the event assistant(s).

Time	Assistant Tasks
4 pm	<input type="checkbox"/> Arrive
4 – 5 pm	<input type="checkbox"/> Help setup <ul style="list-style-type: none">- Move tables, furniture- Food table, drinks, signs
4 – 5 pm	<input type="checkbox"/> Pictures <ul style="list-style-type: none">- Take 5-10 pictures during the Tech Talk event- Presenter, group shots of attendees listening
~ 4:45 pm	<input type="checkbox"/> Accept pizza delivery (will be prepaid) <ul style="list-style-type: none">- Place pizzas onto trays, into warming case
5 – 7 pm	<input type="checkbox"/> Greet guests <ul style="list-style-type: none">- Help guests sign in (or collect business card)- Provide guest with nametag
5 – 7 pm	<input type="checkbox"/> Pictures <ul style="list-style-type: none">- Take 30-40 (or more) pictures during the event- Group shots, Individuals, crowd scenes- Be sure to get pictures of the presenters at 6 pm
5 – 7 pm	<input type="checkbox"/> Periodic Checks <ul style="list-style-type: none">- Check pizzas- Keep food table neat and clean- Change trash can bags if full
6 – 7:30 pm	<input type="checkbox"/> Collect name tags as guests leave
~ 7 – 8 pm	<input type="checkbox"/> Help clean up
~ 8 pm	<input type="checkbox"/> Leave

If at anytime during the event you have a question, concern, or issue – you can get help from either:

- Shaun McNerney
- Myron Berg