



# Activity Partner Event Details

Friday, October 13, 2023  
Ridgewater College, Hutchinson

## ACTIVITY SET-UP OPTIONS

**Thursday after 3:00 pm OR**

**Friday 7:00-8:10 am**

- Park near entrance close to your space to unload
- Volunteers/staff are available to assist as needed
- Carts will be available at doors
- When done unloading, move vehicle to designated parking areas
- Thurs., 5:30 pm pizza - Commons - if interested, email [kristen.smutka@ridgewater.edu](mailto:kristen.smutka@ridgewater.edu) by October 6
- Fri., 7:00-8:15 am - coffee, refreshments - Commons

**FIRE UP** with the 2022 highlight video - know that photographers/videographers will be searching for 2023 highlights.



## WELCOME AND GROUP PHOTO

**Friday: 8:15 am Commons, Room 200**

- Welcome from Ridgewater President Johnson and Hutchinson Chamber President Mary Hodson
- Large group photo (activity partners, volunteers and event planners)

## ALMOST READY

- Locate the Activity TALLY SHEET in your space to track approximate event participants; volunteers will deliver to outside partners
- Check out the student Career Wheel Prize Card meant to inspire broad exploration. Event volunteers will initial them, but you can also, time permitted.

## SHOWTIME! FRI., 9:00 AM-2:00 PM

- Activities run continuously 9:00 am to 2:00 pm.
- High schools arrive every 30 minutes, each for a 2-hour shift
- Have fun and engage with students (especially the shy, quiet ones!)
- Tally # participants as possible (10+5+20...etc.) It's helpful when partners ask what to expect
- Greet VIPs and counselors as they tour event
- Smile for the camera! We'll be capturing highlights
- FYI Students can earn prizes both with the Career Wheel card and the Ridgewater station in the commons

## ENJOY SUBWAY LUNCH: 11:30 am-1:00 pm

- Lunch will be served at 2 locations:
  - North End Lunch Rooms: 145 and 141
  - South End Lunch Rooms: 327 and 328
- Pick up lunch when it works for you - we will have the fewest student here 11:30-12:00
- Eat in lunch rooms or in your activity area (if you are a solo partner, we can deliver to you)

## TAKE DOWN/TALLY SHEETS: 2:00-3:00 pm

- Either leave your activity participant tally sheet in your space or turn it in at the front concourse information table box labeled Tally Sheets.

## EVENT EVALUATION:

Please SCAN this ACTIVITY PARTNER QR code to share your experience or go to [ridgewater.edu/ignite](http://ridgewater.edu/ignite) by October 20.



**THANK YOU!** We couldn't do this without you!

## EVENT DAY HELP CONTACTS

**Event Coordinators:** Janet - 320-583-5268  
Kris - 320-552-0112  
Mary - 320-583-6828  
Janet and Kris will also have walkie talkies

**Computer Assistance:** 320-234-8777 OR  
-8777 on classroom phone  
**Custodian:** 320-552-0167