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 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 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