**TLL Assignments for Spring 2019 – Both Series**

**Feel free to switch roles with someone – as long as person agrees to cover.**

Absent May 9: Fran, Cathy

|  |  |  |  |  |  |
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|  | **May 2**  **Multi only** | **May 9** | **May 16** | **May 30** | **Jun 6** |
| **Greeter** | Monique | Barbara |  |  |  |
| **Troubleshooting** | Faygie | Cheryl | Cheryl | Cheryl | Cheryl |
| **AV** | Bob  Kenny | Bob  Kenny | Bob  Kenny | Bob  Kenny | Bob  Kenny |
| **MC** | **Cheryl** | **Monique** | **Faygie** | **Faygie** | **Cath** |
| **MUSIC SERIES UPSTAIRS 1:00-3:00 pm** | | | | | |
| **Set up** |  | Nora | Nora | Nora | Nora |
| **Doors (12:30)** |  | Faygie | Fran | Silvia | Fran |
| **Registration \*** |  | 12:15  Judi, Rubin, Bev | 12:30  Judi | 12:30  Judi | 12:30  Judi |
| **Seat Counter/ Monitor** |  | Faygie | Fran | Silvia | Barbara |
| **2nd Monitor** |  | Judi | Monique | Cath | Fran |
|  |  |  |  |  |  |
| **MULTI TOPIC SERIES 1:30-3:30** | | | | | |
| **Set up** | Faygie, Cheryl | Silvia | Faygie | Faygie | Faygie |
| **Doors (1:00)** | Faygie, Fran | Silvia | Cath, Silvia | Judi | Faygie, Judi |
| **Registration \*** | 12:45  Cath, Judi, Dan, Silvia, Barbara, Bev | 1:00  Dan | 1:00  Dan | 1:00  Dan | 1:00  Dan |
| **Seat Counter/ Monitor** | Cath | Barbara | Cath | Monique | Monique |
| **2nd Monitor** | Judi | Cheryl | Judi | Barbara | Silvia |

**Registration**: Takes care of Registration lists, tickets, pens, Sign on door re “door open” time, set up Q&A table, reserve signs on seats.

**Monitors**: Address any issues that arise during the lecture relative to facilities, lecture, audience, water, etc or go to front desk to get help e.g. IT, or contact TLL Board/volunteers through What’s App to get help)

**Seat Counter**: Count empty seats and message to Cheryl (or use What’s App)

**Set up**: Ensure proper count of chairs (320, 100), appropriate angle toward screen, appropriate aisles, Q&A table, book selling table (if applicable). Bob and Kenny will ensure AV equipment is tested and ready to go.

**Greeter:** Stand near stairway to direct people upstairs or to conference hall. First day, tell people to register under the first name of the person who purchased the tickets.