

# CONFLICT RESOLUTION DAY BOOKMARK ART CONTEST 2019

Awards Ceremony Arrival time: 3:00PM,  
October 25 unless otherwise indicated. For  
more information or to sign up, contact  
Amber at [amber.gong@mctx.org](mailto:amber.gong@mctx.org).



2

Needed

## 1ST FLOOR GREETER

Direct volunteers and participants to the elevators.

2

Needed

## 4TH FLOOR GREETER

Direct volunteers and participants down the correct hallway.

1

Needed

## COORDINATOR

Direct volunteers and participants to the correct sign in tables.

4

Needed

## COURTROOM GREETERS

Seat guests.

3

Needed

## STUDENT SIGN-IN TABLE

Pass out photo release papers, collect them, and sign in students and their guests.

2

Needed

## TEACHER/ VOLUNTEER SIGN-IN TABLE

2

Needed

## HAND OUT SWAG BAGS

2

Needed

## SERVERS

Assist with serving refreshments. This will include replenishing the refreshment table.

1

Needed

## PHOTOGRAPHER

Does not need to be a professional photographer, though that is a plus.

4

Needed

## DECORATORS- 2:00 ARRIVAL

Stage courtroom and set up tables.

4

Needed

## CLEAN UP CREW

Includes breaking down tables, transporting goods to vehicles, etc. Will likely finish by 5:30PM. Arrival time of 5:00PM

*Dressing as Super Heroes is welcome!*

## AWARDS CEREMONY COMMISSIONER'S COURT

501 N Thompson  
Conroe, TX 77301

Located on the 4th floor.  
Ceremony itself starts at 4:00PM.