



We the People

THE CITIZEN AND THE CONSTITUTION

Directed by the Center for Civic Education

SETUP CREW, CLOSING CEREMONY INFORMATION NATIONAL FINALS 2019

This small group is responsible for assembling and placing signage around the conference center. Most of this work will be done on Friday afternoon prior to the orientation meetings or Friday evening after the meetings. Some signs will be moved from place to place during the weekend. Most signs are light in weight and relatively easy to handle.

All signs from hearing rooms and other gathering spaces will be removed Sunday evening after the last round of hearings. Banners will be used Monday for the closing ceremony and should be moved to the ballroom Sunday evening before the dance.

This crew will also be responsible for helping arrange the stage for the closing ceremony on Monday evening. Most of this work will be done in the afternoon on Monday. It will be possible for crew members to attend the morning hearings on the Hill, but there will be no bus transportation back to the site mid-day. Please share a cab.

Banners and other supplies used for the closing will be removed and packed up Monday evening.

Assembling, placing, and collecting banners and signs:

Friday - 1:00 P.M.

Please meet in Belmont A near the ballroom in the West Building to assemble the banners and signs and to place the outside signs. We will place as many room signs as possible before the orientation meetings and finish placing them afterward.

- Old Banners- Judges Registration and North Information
- New Banners- West Building, Fourth Floor, Room 372 and Loudoun
- Room signs at hearing rooms
- Small circle on the podium in Loudoun

Saturday -7:00 A.M.

Please meet in the lobby just outside the ballroom in the West building to finish placing any signs or to move signs no longer being used. If the work was finished on Friday, sleep in!

- New Banners- Ballroom lobby and Loudoun
- Old Banners- North Information, North Intersection of Ohio and Indiana
- Room signs at hearing rooms

Sunday - 7:00 P.M.

Please meet at the information table inside the North Building to begin to collect room signs and return them to the ballroom or to storage.

- Old Banners- Place inside ballroom for the dance and Awards Ceremony
- New Banners- Ballroom lobby and ballroom stage
- Room signs – put in Potomac
- Small circles – put in Potomac

Monday - 3:00 P.M.

Please meet inside the ballroom to help set up for the Awards Ceremony. *Please remain following the ceremony to help put things away.*