

Guidelines for Demonstrators

1. Create Process Summary: Make sure to include:

- How you did your project: from learning about the inspirational object to getting an idea to completion.
- A list with each step (in order!)
- Materials necessary (don't forget things like glue and brushes)

2. Create an equipment mat: This will tell you where to place anything smaller than 18" by 24" to eliminate any stress on the day you are working.

Conduct During C.M.E.:

1. Demonstrate your process. Ask visitors if they want to try a part if possible.
2. Be familiar with your notes and handouts! People will ask questions. You should know about the object or process that inspired you, but don't make up answers. It is ok to say "I don't know."
3. . When visitors enter the room welcome them with a smile and tell them your name.... "Hi, I am, _____, and this is how we made our _____." Thank them for listening when you are done.
4. Make sure no one leaves with materials. Give paper towels to anyone who gets dirty and show them where to place dirty towels.
5. Any problems should be reported at once to Ms. Stedina
6. Be on time. Be friendly. Be polite. Be prepared! Wear appropriate school clothes. You should grab an artists' apron when you get to your shift.
7. When you arrive set up materials and cards. Put up your name sign.
8. Before leaving make sure everything is in order. (Clean up if you are last. Neaten up, but leave things out if another student is coming.)
9. No gum chewing or food. A water bottle is ok.
10. Meet your parents in the cafeteria at the end of your shift.

You may only come the night of your shift.

You must be at work or with a parent at all times!

Shifts :

1st shift – 5:30 – 6:40

2nd shift – 6:40 – 8:00