

Tear Down Monitoring Instructions

- Monitors will be in charge of making sure tear down of projects goes smoothly and making sure all trash and lost items get picked up and deposited in the proper area.
- Make sure the registration booth is cleaned up and closed before leaving.
- Make sure all CSEF items get back to the Director's offices. Don't worry about organizing items at this time – just pack everything up and we'll worry about organizing it later.
- Clear off all tables of trash – tape, papers, etc.
- Work with LSC staff to collect banners hung for the event.