



Gordon Institute of TAFE – East Geelong Campus
'H' Building (Library Foyer) – Boundary Road entrance
Tuesday April 20, 2010

Running Sheet

8.45 am	Sponsors arrive to set up banners
9.00 am - 9.20 am	Arrival of students – check in at registration desk. Sheree Holdsworth briefs Marshalls about the day and work locations assisted by Gordon staff rep. GBDO representative to meet hospitality students & teacher at the city campus.
9.30 am	MC welcomes guests and outlines general housekeeping rules and colours of groups.
9.35 am	Students assemble and Alcoa Marshalls move them to work areas
9.45 am - 10.30 am	Students commence work on activity
10.30 – 10.45 am	Morning Tea break in work areas.
10.30 am	Parents and sponsors arrive for morning tea and tour.
10.45 am – 12.00 noon	Students continue with morning activity.
12.00 - 12.25pm	LUNCH BREAK
12.25 pm	Groups assemble and move to afternoon activity.
12.30 pm– 2.30 pm	Groups commence afternoon activity
2.40 pm	Students return to hall for event closure
2.45 pm– 3.00 pm	Evaluations completed and MC closes event, thanks sponsors and volunteers. Students are dismissed and collect show bags on way out.