

## **MG Class of 2016 'MG Exhibit Set-Up' Activity Instructions**

1. Review Exhibit Coordinators Guide before your scheduled exhibit set-up day. This guide can be found on the VMS in the Newsletters/Documents section under MG Forms. The title of the document is 'Exhibit Coordinator's Guide 01/2016'. This document is also on the Class of 2016 Training Support web site.
  - i. Please note that the exhibit you will use for this event has already been reserved for your use and therefore you will not need to make the reservations for this activity.
  - ii. You will also not need to check out a table or chair for this activity. These items will be provided for you at Training Room #120.
2. Meet Roland Hills and/or Erin Spaniel at 8:00 at the MG Office at 9335 Hazard Way, Suite #201 at 8:00 AM the morning of class. Roland and/or Erin will guide you through the exhibit check-out process.
3. Take exhibit board and two appropriate handouts to Training Room #120, Building 5500.
4. Recruit one of the OPS team members (Judy, Bob, Byron, Mary, Dawn, Ray, or Scott) to assist you with setting up the exhibit.
5. After class, disassemble exhibit and return it to the MG Office.