

MG Class of 2018 '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 Exhibit Display Tools. The title of the document is 'Exhibit Resource Guide rev. March 2017'. This document is also on the Class of 2018 Training Support web site. Additionally, review the other documents and resources included on this page.
 - 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, Gary Tanizaki, Erin Spaniel, or Sue Lake at 8:00 at the MG Office at 9335 Hazard Way, Suite #201 at 8:00 AM the morning of class. One of them 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, Pam, Gleneva, Jan, Ray, or Scott) to assist you with setting up the exhibit.
5. After class, disassemble exhibit and return it to the MG Office.