**Sign-up Sheet – Living Inquiry – Ignite the Teacher Candidates**

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| **Duty** | **Group Members** |
| Food and beverage   * Order food and set up * Budget included $175 * Beverages? * Serving supplies | Andrea H.  Tina Li.  Matt Cooke |
| Set up   * Set up room * Tables rearranged for comfort * High and low tables | Emily  Hailey  Angela  Kathy  Karan |
| Welcome hosts   * Name tags to all guests and TC’s (theme??) * Socialize * Friendly * Answer questions | Jon  Victoria  Gelaina  Nate  Ashleigh |
| Decorations / Supplies   * Table center pieces * Welcome on white board * Table clothes? * $50 * Napkins/plates/cups | Simina  Megan  Rochelle  Anna |
| Take down   * Put room back in order * Clean up * Complete clean up | Michael  Stephen  Steven  Brodie |
| Thank you   * Gifts * Parking passes * Thank you cards * Wrap up on behalf of students | Mike B  Jordan  Weston |
| Other… |  |