

HOMEROOM CLOSE-DOWN

On the day of Jazz Fest, arrive at about 5:00PM to close down the homerooms.

1. Be sure you take the following materials when you walk the rooms (materials will be available in the Jazz Fest Headquarters in the Library/IMC: notes from the Homeroom Set-up, clipboard, a pen, and a master key (obtained from the Jazz Fest Chair).
2. Consult with the Hall Security Volunteers regarding which rooms have been vacated for the day. These rooms can be closed down.
3. Using the notes and photos from the Set-up team as a guide, return all items that were moved to their original locations and reposition any furniture that has been moved. Don't forget to put back items that were hidden in the teacher's desk or cabinets.
4. Pick up any garbage and place outside classroom door.
5. Collect any items that have been left behind by the bands and bring them to the Information Table outside of the Library/IMC.
6. Write down any problems you see in the rooms that require Mr. Wojcik's attention.
7. Turn off the lights and lock the doors.
8. Remove the Jazz Fest homeroom signs posted in the hall as you complete each room. This will be an indication that the room has been returned to its original condition.
9. Return the master key to the Jazz Fest Chair along with your notes and any materials you find.

Thanks very much for your help at Jazz Fest!