

TEACHER WORK ASSIGNMENT SHEET 2024

Name _____ Email _____ Phone _____

All notifications of assigned tasks will be done via email.

Email or mail this form by February 15, 2024, to _____.

*****If this Work Assignment Form is not submitted on time, your students will be scheduled last.**

ALL teachers are needed during ASP weekend in order to efficiently handle more than a thousand students and parents.

If you have students participating, you are expected to help during the Study Program weekend. If you cannot help, please do not enroll students.

Please place an X to the left in the "Selection" column of ALL the time blocks that you will be available. Larger studios (over 15) will be expected to fill two assignment blocks. You will be placed where you are most needed.

On-Site assistants for the weekend of the event:

This includes Information Desk, Theory Hall, Theory Room, Setup, and Cleanup

Selection	Friday	Selection	Saturday
	11:00 AM – 1:00 PM		7:30 AM – 10:30 AM
	12:45 PM – 4:00 PM		10:30 AM – 1:30 PM
	4:00 PM – 7:00 PM		1:30 PM – 4:30 PM
	6:30 PM – 8:00 PM		5:00 PM – 8:00 PM

Tasks prior to weekend of the event:

Selection	Task*	Day	Date	Time	Other
	Preparation Party*	Wednesday	5/8	9:00 AM – NOON	
	Moving Day*	Thursday	5/9	9:00 AM – NOON	I can furnish a vehicle for moving Please circle: Yes No
	Miscellaneous*	TBD	TBD	TBD	
	Food Donations for Adjudicators				

***Preparation Party**

- Preparation of all materials, boxes, binders, judging materials, etc.

***Moving Day**

- Transport of all materials to ASU. Help needed to load/unload vehicles, as well as provide transportation

***Miscellaneous**

- Running errands, collating, filing, etc.

Please consider donating food items, such as fruit/veggie plate, cheese plate, dessert, or beverages, for adjudicators (this is in addition to the above tasks). You will be contacted with more information.

If you have any questions, email _____ . Thanks in advance for helping us make this event run smoothly!