Rollista Information

Make handouts for each candidate and team member. Allow for 24 team members in the conference room. Please make 7 or 8 more than you think you will need.

Please make sure that all outlines, handouts, props, etc. are given to the Assistant Rector on the morning of your talk.

Never go over your talk with a candidate present. If you are giving the first talk of the day, you can go to bed early and come to the conference room to go over it. An Assistant Rector will check with you to see how much time you need to prepare yourself and allow time for your chapel visit.

Carefully label all the information that you give the Assistant Rector and they will return it to you later.

There will be a glass of water under the podium for you.

The Prayer of the Holy Spirit will be available on the PowerPoint for those talks when it is required.

You do not go back to the conference room until your table has finished the discussion and poster of your talk.

If your talk is close to meal time, you can be excused or eat later.

Make sure to wear something with a pocket or belt or something that the microphone battery pack can be attached to.

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Please fill out, cut off the bottom part and give to the First Assistant Rector at **this** team meeting.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be giving my Rollo on: Friday Saturday Sunday

The name of my Rollo is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be using Power Point Yes No

I will need someone to input my outline Yes No

I want to use an overhead projector Yes No

 I am right handed left handed

I will have handouts Yes No

I will have props Yes No

I will need an additional stand or table or props Yes No

Secretariat Updated 5/2017