



# **Event crib sheet for CTD staff**

Staff member's name: \_\_\_

What's the day about?

When is it?

Who is it for?

p.m. –			
Where	are the materials or equipment I'll need?		
a.m. –			
a.III. –			
p.m. –			
•	my timetable for the day?		
•	my timetable for the day?  What will I be doing?	Where?	With who

## Contact details for organiser

- Name:
- Mobile number:
- Most likely to be found at:

What to do in an emergency:





### **Event crib sheet for CTD staff**

Staff member's name: Sam Spicer

What's the day about? Climate Science

When is it? Wednesday 16 March 2011

Who is it for? Year 8s and year 9s

What's my role?

a.m. - Workshop helper for Building Greenhouse Gases activity

p.m. - Workshop helper for Carbon Cycle Helper activity

Where will I be?

a.m. - SC10, Science block

p.m. - Main Hall

Who am I working with?

a.m. - Sarah Jones, workshop leader

p.m. - Nicholas Swift, workshop leader & Mahmood Noman, and Maria Burkeman, workshop helpers

Where are the materials or equipment I'll need?

a.m. - Building Greenhouse Gases activity - spare materials in tech cupboard

p.m. - Carbon Cycle Caper activity - All set up in the Main hall - spare balls behind the stage.

#### What's my timetable for the day?

Period	What will I be doing?	Where?	With whom?
1	Building Greenhouse Gases activity	SC10	8XW
2	Building Greenhouse Gases activity	SC10	8YC
Break	Break	Break	Break
3	Carbon Cycle Caper activity	Main Hall	9XW
4	Carbon Cycle Caper activity	Main Hall	9YC
Lunch	Lunch	Lunch	Lunch
5	Have I got Climate Science for You? quiz	Main Hall	all 48 forms

### Contact details for organiser

• Name: Emma Dand

Mobile number: 07555 123 4567
Most likely to be found at: Main Hall

What to do in an emergency: Call Emma's mobile or Reception on x100