Team Book and Weekend Directory Guidelines

Rector/Head Cha

When you get the Team Selection Worksheet (Excel workbook) completed or two weeks before the first team meeting, send a copy to the Data Manager (datamanager@tdsetn.org).

Data Manager

The Data Manager updates the database with the information from the Team Selection Worksheet. The service records for the individual team members will be returned as a PDF. Additionally, the position and contact information for each team member will be returned as an Excel Workbook and as a PDF. This position and contact information PDF may be duplex printed and used in the Team Workbook. This single sheet of paper can be used to replace the multiple pages in the Team Workbook referenced as the "Team Roster." It is suggested that this sheet not be 3-hole punched or otherwise "bound" into the Team Workbook as it will change as people drop and add. Rather hand it out at the same time as the Team Workbook and explain that it will be changing. At a minimum this sheet should be distributed to the service area heads as the team changes.

The Data Manager will generate and send the team contact and service area portion of the "Weekend Directory" document to the Rector, Head Cha, and Assistant Head Cha following each team update. This document will only have the team listed until the week of the weekend.

Rector/Head Cha

As the team changes, email the name and position of the person dropping or the person being added to the Data Manager. A new team contact Excel Workbook and PDF will be returned. Duplex print this PDF and hand it out at the next team meeting to replace the previous copy. The Data Manager will generate and send that document to the Rector/Head Cha following each team update. If possible, just send changes not the entire Team Selection Worksheet. If the Team Selection Worksheet is sent, the Data Manager has to figure out what changed.

Pre-weekend Couple

Include the Data Manager as a CC when sending the pre-weekend candidate information (Weekend Report) to the Rector/Head Cha. This should be no later than Sunday or Monday evening the week the weekend begins (send-off).

Rector/Head Cha

On the PowerPoint Rollo Room Seating Assignments chart, fill in the table names at the appropriate locations, the names of the Table Chas at each table, the name of each candidate in their seating position, and the seating positions of the Professors. A copy of this completed chart is emailed to the Data Manager either Monday or Tuesday of the week the weekend begins (send-off).

Data Manager

By Tuesday evening or Wednesday morning, the Data Manager will email an electronic copy of the Weekend Directory to the Rector, Head Cha, Assistant Head Cha, and Media Cha as a Word document. The Data Manager will send the Rollo Room Seating Call-Out PowerPoint chart and the Community Handout to the same individuals.

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Pre-weekend Couple

Following check-in, provide the Media Cha and Data Manager with any corrections to the candidate information.

Media Cha

Following the Thursday night team meeting, make any changes to the candidate information, e.g. address, phone numbers, email address, table changes, etc. to the Weekend Directory.

Do not forget to make any table seating changes to the Rollo Room Seating Call-Out PowerPoint chart.

Make a temporary copy of the "official" Weekend Directory. Open the **temporary copy** and go to page 9, the start of the table information. Delete the contents of the cells/rows of the Word tables containing the bold "Professor" identification for each Rollo Room table (pages 9 – 14). Print pages 9 – 14 and give them to the Head Table Cha prior to the candidates entering the Rollo Room to be seated. Once these pages are printed, it is highly suggested that you delete the **temporary copy** of the Weekend Directory to avoid confusion.

Head Table/Table Chas

Friday morning, after the tables have been seated, pass around the contact information for each table and allow the candidates/professors to make any last minute changes. Give the marked up copies to the Media Cha.

Media Cha

Immediately after the weekend picture is taken, make any changes necessary to the Weekend Directory. Print one full Weekend Directory and give it to the Fourth Day Couple. If they request it, give them an electronic copy.

At some point during the weekend (Sunday) or immediately following the weekend email a copy of the Weekend Directory to the Data Manager. Note any changes you had to make to the candidate contact information due to changes on Friday morning. This can be done by stating the changes, e.g. Johnny Smith, table Peter, street address corrected or by highlighting the change in the Word document sent. Also, note any candidate drops or team changes (Sally Johnson was not able to give the CCIA talk, so the alternate Sue Beth Smith gave the talk.)

Pre-Weekend Couple

Update the Weekend Report spreadsheet with any last minute candidate contact information changes. Send a copy of the updated Weekend Report spreadsheet to the Data Manager.

4th Day Couple

Give a copy of the printed Weekend Directory to the Data Manager.

Data Manager

Update the database with the team positions worked and import the new candidate information. Generate and distribute weekend reports, email distribution lists, etc.