



## *List of Teen Leader Café Responsibilities*

### **General:**

1. Dry run
2. Pre-café setup
  - a. Arrange furniture
  - b. Arrange food
  - c. Set up hands-on
3. Environmental control
  - a. Asking questions
  - b. Making presenter feel welcome
  - c. Supporting lone wolves
  - d. Pitching in when necessary
4. Clean up
5. Checks and balances on other TLs

### **Culinary:**

1. Menu
  - a. Decide menu
  - b. Present menu to group for feedback
2. Make shopping list
  - a. Delegate specifically who will get what and where
3. Shop
4. Prepare or pick up food
5. Set up
6. Freshen/refill

### **PR/Marketing:**

1. Speaking parts
  - a. Intro
    - i. Write based on template
    - ii. Practice for TLT
  - b. Outro
    - i. Write based on template
    - ii. Practice for TLT
  - c. Conclusion
    - i. Write based on template
    - ii. Practice for TLT
2. Interview
  - a. Write questions
    - i. Feedback from TLT
  - b. Interviewer
  - c. Take video
3. Welcome Table
4. Social Media

- a. FYI Los Alamos
- b. Facebook
  - i. Create event
  - ii. Post info to groups
  - iii. Change profile photo
  - iv. Post about event
    - 1. Week before
    - 2. Day before
    - 3. Day of
- 5. Regular media
  - a. Daily Post
  - b. LA Monitor
  - c. KRSN
  - d. Marquis sign
  - e. School announcements
  - f. Teen Center
  - g. Announce at other HS events (sports, etc.)
- 6. Banner
  - a. Permit
  - b. Hang
  - c. Take down
- 7. Directional signs
  - a. Put up
  - b. Take down
- 8. Banner(s) at TC
  - a. Put up
  - b. Take down
- 9. Evaluation cards
  - a. Make
  - b. Distribute
  - c. Collect
  - d. Prize

### ***Media and Tech:***

- 1. Poster
  - a. Design
  - b. Feedback from TLTs
  - c. Distribution
    - i. At school
      - 1. In halls
      - 2. To teachers
    - ii. Around town
      - 1. Make list here
      - 2. And here
- 2. Tech set up
  - a. Projector
  - b. Speaker and mic
- 3. Multimedia
  - a. Photo
  - b. Video
  - c. Edits and organization
  - d. Upload and share

#### 4. Troubleshooting