**Math Night Clean-up List**

**Please initial what you are working on.**

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| Take off lanyard | Enter registrations to spreadsheet |

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| **Adult Room Clean-up** |
| Trash pick-up | Microphone |
| Computer | Document Camera and cable |
| Document Camera | Organize supplies in bins & label(Everything in its place!) |
| Fold tablecloths & return to bin | Clean-up tables and chairs  |
| Put away materials | Put away supply bins |

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| **Tables Clean-up** |
| Refreshment Table | Resources/Prize Table |
| Registration Table | Setup Table |

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| **Miscellaneous** |
| Collect signs | Pick-up childcare area (toys/games/handouts) |
| Check that materials/manipulatives for next session are present-tell Coordinator what is needed. | Check that childcare manipulatives/handouts for next session are present-tell Coordinator what is needed. |
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*Updated 8/31/17*