COOKIE MONITOR GUIDELINES

Is the host's responsibility to appoint the cookie monitor. The cookie monitor is responsible for the following:

1. Working with Martha to set up the cart with coffee, hot water, cookies, and related materials. There are instructions on exactly what to do on the cart. The monitor needs to arrive no later than 2:00 pm to start the hot water. Please do not be late (and if you have a class get someone else to cover for you) because it is not Martha's job to set up the cart.
3. Ensuring that the right USB plug to connect a laptop to the projector plugs (side or top) on the podium is available and that a pointer is available. There is a cable and pointer on the cart and there is a spare cable, key and pointer in a box. Check with Martha if you need a spare or cannot find these items.
4. Getting the key to room 038 down to the seminar room early enough to let the speaker set up. The key will be on the coffee cart. Check with the speaker to see if they want to be let in before 3:30.
5. Letting the speaker into 038 early enough to work out bugs in communication between their computer and the projector. Generally all you have to do is plug the cable into the projector and computer and it is good to go but sometimes you have to press a function key to make it work.
6. **You also need to turn the projector on** (instructions on how to do this light up when you touch the screen on the podium), make sure the screen is down, and show the speaker how to use the lights.
7. Having the cart at the seminar room by 3:30 pm.
8. Making sure the lights are off, projector is off, and doors are locked in 038 at the end of colloquium, and return the the cart and the key, pointer, all cables and cords, as well as anything else left in the room.
9. Cleaning the coffee and hot water pots, the top of the cart, and returning it to the office or locking it in the copy room.