



Zone Entrance/Exit Monitor Instructions

Primary Role

Zone Entrance/Exit Monitors play a very important role in ensuring the expo runs on time and that students are in the correct zone at the correct time. Your role is to ensure students do not enter or leave a zone until it is time to rotate and to help facilitate orderly zone rotations.

Key Materials

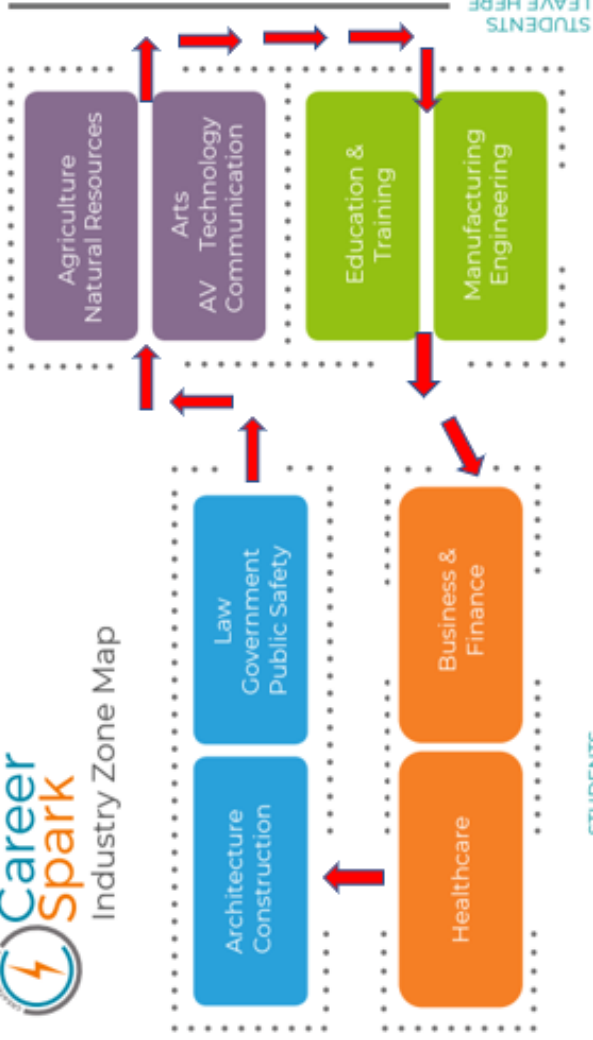
- School List with Bag Colors and Zone Rotation Sequences
- Zone rotation schedule

Sample Workflow

1. Each school has color-coded drawstring backpacks to easily identify them. Students and teachers have been asked to wear the backpacks the entire time they are at the expo.
2. Keep track of which schools should be in your zone at a given time based on the school list with backpack colors and zone rotation sequences.
3. Help keep track of the time. Zone rotations happen every 30 minutes for 2 hours beginning at 9 am for the morning session and 11:40 am for the afternoon session. Zone rotation time will be indicated by music playing. Zone rotations are clockwise.
4. As zone rotations occur, check your school list to make sure the correct backpack colors are exiting and entering. If a group is in the wrong place, help direct them to the correct zone.
5. Ensure students do not enter or leave a zone until it is time to rotate.
6. Help keep an eye on student engagement. If you encounter students who need redirection or help finding activities, alert a teacher, chaperone, or another CareerSpark volunteer. Teachers and chaperones will be identifiable by the backpack color.
7. If students ask to use the restroom or depart from their zone for any reason, direct them to their teachers or school chaperones. Teachers or school chaperones must talk with you to give permission for students to depart the zone unaccompanied. If at all possible, encourage a teacher or chaperone to escort students to/from the zone. If you notice the same students departing the zone frequently while unaccompanied for any reason, please alert a teacher or a JA or GPEDC team member.
8. If you notice any students becoming overwhelmed or overstimulated in the exhibit hall, let a teacher or chaperone know. There is a quiet room available for this purpose. A teacher or chaperone must stay with them the entire time they are in the quiet room.
9. At dismissal, help coordinate efficient departure, one school at a time. Thank them for participating.



Industry Zone Map



Quiet Room