



**A big thank-you to all staff members, your hard work and tireless efforts have made this NOAC conference the best ever.**

- Yours in Brotherhood, Jack O'Neill & Dan Higham

**Information in this document:**

2009 NOAC Shutdown Instructions

Instructions from the Technology Group for Computers, Phones, etc.

**2009 NOAC Shutdown Instructions**

To ensure an orderly shutdown of the NOAC, it is important for every committee and staff group to begin now to plan where and how it will turn in equipment, supplies and vacate its office space. Please observe the following instructions so everyone can vacate IU in a timely fashion.

- 1) Water coolers and ice chests are available for purchase as follows:
  - a. 5 gallon cooler - \$15.00
  - b. 10 gallon cooler - \$30.00
  - c. Ice chest - \$20.00

They can be purchased from Admin. Services, or the Truck Drivers (*Cash or Checks only*). All purchases must be complete by Thursday, August 6 at 9:00 am on a first-come/first-served basis.

- 2) Tables and Chairs – *Except for the Memorial Union* – tables and chairs must be removed from rooms and taken to a designated area where a truck can pick them up. Call Admin Services at 812-855-5320 for information on table/chair stacking locations for your committee.
  - a. Tables and Chairs should be ready for pick-up by 5:00 pm on Tuesday, August 4, unless your committee has activities on Wednesday. Chairs should be in stacks of 25 or less.
  - b. It is important that all tables and chairs get picked-up on Wednesday, as soon as possible after your event/activities are complete.
  - c. Call Admin Services (812-855-5320) if your tables and chairs are ready for pickup early.
  - d. Think about having your participants of your last session move the tables and chairs to your designated area so the trucks can quickly pick-up the items.
- 3) Supplies & Black Boxes
  - a. All office supplies should be returned to Admin Services by 5:00 pm on Wednesday, August 5.
  - b. All equipment should be returned to Admin Services by 5:00 pm on Wednesday, August 5.
  - c. Committee Black Boxes should be ready to pick-up by 5:00 pm on Wednesday, August 5
  - d. ALL items in the Black Box must be inventoried and two hard copies made. Place one (1) inside the box and give the other to Admin Services when they take control of the box.
    - i. An electronic copy (in Excel Spreadsheet format) should be emailed to Tom Watson: [tom.watson@comcast.net](mailto:tom.watson@comcast.net)
  - e. Any Black Boxes needed at the 2010 Jamboree should be noted and securely fixed on the outside of the box.
- 4) Other equipment should be returned to where they were issued as soon as possible.



## Technology Group - Equipment take down instructions for committees

### Computing equipment:

Please complete the following...

- Please call or email (812-856-0389 or 6-0389 or matt.schornstein@gmail.com) the Technology office in advance with the day and time you will be done with all of your computing resources.
- **TURN OFF THE POWER SWITCHES** on devices except for printers. Please leave printers on.
- **Leave devices where they are**, there is no need to unplug or move any devices.
- When you are truly **done**, call the Technology office at 812-856-0389 or 6-0389 on campus

Types of equipment you may have:

- HP 4350 printer or other 4000 series printers
- Scanners
- Copier
- IU Laptops
- Telephones
- Network Switches

### Radio Equipment:

If your committee used radio equipment such as:

- Handheld radios (including microphones)
- Charging stations
- Extra Batteries
- Vehicle mounted radio
- Headsets

Return all Radio equipment to the Technology Office (Briscoe C-147A)

If at all possible, please return all your equipment at the same time.

Please return Radio Equipment during the following times:

- Wednesday 9am – 11am
- Wednesday 4pm – 7pm
- Thursday 8am – 9am
- Or schedule appointment (812-856-0389 or 6-0389 on campus)