

Nebraska: Individual Responsibilities/Tasks During Events

- o ____ to hand out surveys and consent letter at the beginning of the meetings and have people sign in, including court staff.
- o ____ to set up recording equipment.
- o ____ to set up power point and video.
- o ____ to make drinks and set up catering.
- o ____ to hand out gift cards to participants at the end when surveys are turned in – also fill out audit form and have two AOC staff sign each sheet.