**Suggested Personnel for Managing Competitive Events**

*Testing Events:*

* Proctors for Testing – Approximately one proctor for every 20 competitors
* Check-in Staff – Typically 2 per check-in table
* Check-out Staff – Typically 2-5 depending on competitor numbers
* One judge who is considered by the HOSA Competitive Events committee to be an expert in the area being tested - to grade the essay questions in case of a tie

*All Other Events:*

* One Event Manager
* One Judge Manager to provide quality assurance for the event by ensuring that the guidelines are followed, and all event documents are complete.
* One Section Leader per section
* Minimum Two judges per section for presentation events, and 1 judge per section for skill events
* Event assistants per section as needed
* One Timekeeper per section
* Holding room attendant(s) as needed

*Additional Specific Event Needs:*

CERT Skills, CPR, EMT, LSS

* Moulage Specialist (if moulage is called for in the scenario)