Event Personnel Orientations
CE Lieutenant and Event Manager Leads

CE Lieutenant Orients EM and JM:

☐ Identify the Event Manager (EM) & Judge Manager (JM) from the shared Google Sheets file provided by HOSA Management. If none are listed, HOSA management will contact the state advisor to get the names of the EM & JM as soon as possible.

The EM & JM Orientation meeting will be scheduled via Zoom (or the online platform of your choosing) before May 31st. The EM and JM MUST attend. The individual CE Lieutenants will meet with the EM and JM regarding their specific events. The information below should be discussed by the EM, JM, and CE Lieutenant.

**Online Call Details** (The purpose of this call is to gather important information, establish a positive rapport with the EM & JM, provide orientation and to answer any questions they may have):

- Briefly introduce yourself and your experience in HOSA; then ask the following:
  - How familiar are you with the management of this ILC event?
  - When are you arriving at the ILC?
  - Which hotel will you be staying in?
  - What is your cell phone number? Confirm correct information on the event personnel google sheet.

ILC Event Personnel Page online [https://hosa.org/event-personnel/](https://hosa.org/event-personnel/)

  - **Lieutenant (LT):** I support your efforts and the Category Chair supports my efforts. I will be available to you before/during/after the event, making sure that you have everything you need to run this event effectively. I talk to competitors, personnel, and judges to continuously monitor the flow of the event, and I’m here to encourage and support you in any way I can. HOSA appreciates your service and involvement in ILC and this event cannot be successful without you!

  - **Event Manager (EM):** You run the event. You are responsible for ensuring your personnel understand and fulfill their role, your competitors enjoy their experience, and your event begins and ends on time. You must be willing to encourage and support your JM, section leaders, timekeepers, and all other personnel in any
way you can. HOSA appreciates their service and involvement in ILC and this event cannot be successful without them!

□ Judge Manager (JM): You are “in charge” of assisting the Lt. in the orientation of the judges and the judging process. You must be willing to ensure that the event guidelines are followed, and all forms are filled out completely and correctly. You will be answering questions, conducting a run through and finalizing details prior to the event. HOSA appreciates your service and involvement in ILC and this event cannot be successful without you!

□ Other personnel needed for this event (review job descriptions together on website) for applicable timers, patients, bus coordinator, etc.

□ Are all roles already assigned by your state?

□ How will you notify your group of the event personnel meeting?

□ Will your group use any other form of communication to stay in touch as the event is taking place (Remind, What’s App, GroupMe, Discord, etc.)

□ Have your Event Personnel been notified of appropriate dress? Is there a state polo shirt or uniform look your state wants represented for all event personnel?

Event Specifications:

- Review the Event Specification file and ask if the EM & JM have any questions. These Event Specification files cover all important details regarding the event.

Important for ALL events:

- Timing & Time Management: Importance of sticking to judging intervals and staying on time.

- Attitude: Be nice and courteous to the competitors. They are nervous and have spent a lot of time and money to get to ILC. They deserve a positive experience!

- Document EVERYTHING. Write on the Section Summary Form and Master Event Summary Form. Review these forms here: https://hosa.org/run-the-event/
  □ NO DISQUALIFICATION. Remove that word from our vocabulary
  □ Dress Code and Process Violations – must be confirmed by CE Team Lieutenant
  □ Photo ID and Cell Phone/Smart/Electronic Device Policy found at Appendix G and H: http://hosa.org/appendices
No shows, on-site additions - how to manage. Refer to the HOSA Check-in Process FAQ; https://hosa.org/event-personnel/

Event Guidelines
- Review the event guidelines. Know these! The competitors have been studying these forward and backwards. You need to be the expert on logistics and details in the guidelines.

Event Box
- Review the Event Box Checklist file, as available, to know what will be provided in the event box. https://hosa.org/get-organized/
- What supplies need to be added to the event box before the event? (Example: Stopwatch, pencils, index cards, signs, secure items, etc.)
- Who is picking up the event box from CE headquarters for the event and when?

Round 2 Info Sheet
- Does your event have a Round 2 Info Sheet?
- Review the information on the Round 2 Info Sheet. This is the same information students will have access to through the app when Round 2 finalists are posted.

Topics
- Does your event have a secret topic?
- Where will you find the secret topic?

Off-Site Events
- Who is the Bus Coordinator?
- Do you and your LT have the bus coordinator’s contact information?
- Are you confident about the busing plan? What details do you need? Have you reviewed the Bus Schedule?

Competitor Check-in
- Refer to the Check-in Process for how to effectively check-in the competitors
- Competitor List: Do you have a folder in the Event Box with this information? Please note, appointment times will be posted on the HOSA app for competitors. You will also have a list of competitors by appointment time.

Room Set-up
- Review the way the event room(s) will be set and confirm with event Lieutenant
- Check HOSA Room Set Diagram
Event
- EM assists with setup and run through for all event personnel while the JM conducts Judge Question and Answer
- Describe the flow of the event. Where will competitors report? How will they know where to go?
- What is your plan to make sure the event starts on time and stays on time?
- What is your plan to check in on all sections to ensure the competition is flowing nicely?
- What is your plan to make sure the judges are completing the tablet forms online and/or scantron forms correctly and completely?
- Does your event have a Display Time? Is it required or optional? What is your plan to make sure all competitors know when to retrieve their displays? How will you take attendance, if applicable?

Evaluations
- What is your plan to make sure all competitors, judges, and event personnel complete an evaluation?
- Some events may have hard copy evaluations, and some may use a digital evaluation. Discuss with the CE Lt. the plan for this event.
- With either format, there will be a Round 1 Competitor Evaluation, Round 2 Competitor Evaluation, and Event Personnel/Judge Evaluations.

After the Event
- Follow the directions on the Master Event Summary Form and Section Summary Form for how to collect items, group scantrons, and gather paperwork.
- If using scantrons who will triple-checking that all scantrons are completed correctly? Scantrons should be CHECKED for accuracy and no blanks.
- Who will make sure the event box and all supplies and equipment are taken back to CE Headquarters?
- Check to be sure you have thank you notes in your event box. Event Personnel are responsible for writing a hand-written thank you notes to the judges in their event, and delivering to the judges before they leave.
- Debrief with the CE Lieutenant

Updated May 2022
Orientations:

- **Event Personnel Meeting:**
  
  Date: ____________________  Time: ____________________  Zoom:

- **Judge Orientation**
  
  Date: ____________________  Time: ____________________  Zoom:

- **Pre-Judging Orientation (if your event has a pre-judged component)**
  
  Date: ____________________  Time: ____________________  Zoom:

**CE Lieutenant and Event Manager Orients rest of Event Personnel:**

Conduct the *mandatory* Event Personnel Orientation that will be scheduled prior to ILC via Zoom (or other online platform of your choosing). Record the meeting for those who may not attend. Suggested timeframe is June 7 – June 15 (after appointments get posted June 7 and before Judge Orientations start on June 16).

- Review each job description (found at [Managing CE](#)) to ensure all know their role
- Review the guidelines for your assigned event (highlighting key points)
- Review Event Specifications for the event. The document should include all event details.
- Discuss the Master Section Summary, Section Summary form, and check-in process/flow of event.
- Any challenges (for example, dress code violation, possible cheating, etc.) must be brought to the Event Manager and CE Lieutenant to be resolved/verified. Do not confront the competitor.
- Cell Phones/Smart Devices: All event personnel phones or smart devices should be on silent or turned off, unless using as a timer (in which case it needs to be in airplane mode so as not to receive a notification or interfere with timing).
- Photo ID: Refer to the [Photo ID Appendix](#). Note any competitors who do not have photo ID (before each round of competition) on the Section Summary forms.
- This is also the time where Tablet Judging will be explained to Section Leaders. This is why Section Leader attendance is vital. Some events will use Tablet Judging and some will use scantrons – review the process for your event.
- There is about 1 hour built into the on-site schedule before each round (if applicable) for final preparation, final Q&A, final details and a run through.
- At ILC 2022, there is a room set aside on Wednesday, June 22 from 3:00 – 7:00 pm for any groups of event personnel who feel they also want to meet in-person prior to the day of their event. This is optional and determined by each CE Lt.

**CE Lieutenant and Judge Manager Orients Judges:**

The CE Lieutenants runs this and is assisted by the Judge Manager.

- HOSA Staff will set up these ZOOM meeting links and share with the CE Lt., JM, and Judges.
• Please remind judges of date, time, and the length of the entire event and confirm that they will be able to stay for the duration.
• A PowerPoint to follow during this meeting will be created by HOSA Staff and the CE Lt.
• Guidelines, judging process, use of tablets or scantrons, and Judge Fact Sheets should be reviewed at this time.
• Stress to Judges that rating should be done independently, and not as a group.
• On the day of the event, there is an hour Q&A time allotted for the JM to meet with and answer any questions the judges may have, directly before the event starts.

Follow-up for ALL meetings/orientations:
SEND A WRITTEN FOLLOW UP EMAIL to the EM & JM (with copies to your category chair, Bergen Morehouse, Jan Mould, and Carie Staub) with a summary of EACH of these meetings and any issues/concerns that need to be addressed.