HOSA Management selects a Judge Coordinator to oversee the Judge Orientations/Meal functions during the ILC. Public relations and helping judges understand the HOSA organization are important responsibilities of the Judge Coordinator.

- At least one hour before Meal Function, take the following supplies to the meal location:
  1. List of judge names by event
  2. Judge name tags
  3. HOSA materials/programs for judges
  4. Event signs for tables
  5. Judge Gifts

- Set up orientation room:
  1. Count out seats for judges and place name tags/materials at assigned seats
  2. Reserve two seats per table – one for Judge Manager and one for Lieutenant

- Greet judges at door - show them to their assigned seats
- Welcome judges at appointed time
- Consult with HOSA Management members for any area where judges are absent
- Introduce HOSA Management who give an overview for the judges. After the brief overview, the Judge Manager will use the rest of the time to orient the judges to their specific event.