TASK REVIEW: ROLE OF THE LIEUTENANT

1. Pre-ILC Event Planning
   - E-mail AND TALK to the Event Manager AND Judge Manager before the ILC.
   - Conduct a Zoom Orientation meeting with the EM & JM prior to ILC.
   - If you need help in identifying and/or communicating with the Event Manager or Judge Manager, contact the HOSA CE Management for assistance.
   - CC your Category Chair and HOSA CE Management on all pre-ILC email contacts.
   - Encourage the Event Manager and Judge Manager to review the CE Management information found at: http://www.hosa.org/ManagingCE

2. Know the Team
   - Are you 100% sure that the team is assembled?
   - Do you know who is managing, when they are arriving and their cell phone numbers.
   - Are you prepared to conduct the orientation of the Event Manager & Judges?
   - Attend the event personnel Zoom meeting prior to ILC if possible.

3. Know the Rules
   - Read your event guidelines frequently.
   - Read the General Rules and Regulations at least three times.
   - Talk to people who have run the event. What were their challenges? What were their questions?
   - Talk to HOSA members who have participated in the event. What did they learn? What were the challenges?
   - If possible, manage, observe or judge the event(s) at the state level.

4. Know the ILC History
   - Study the CE Event Report from the previous year.
   - Identify the challenges and successes.
   - Develop a plan to improve event ratings and competitor satisfaction from the previous year.
   - Be sure to share the results from the previous year with the current year’s event management team.

5. Know the ILC Plan
   - Update and use the ILC materials, including Event Specifications, Room Sets, Room Chart, Round Two Info Sheets, Equipment List, Agendas, etc.
• Use the CE Management Guide online.
• Know the details for your events – number of judges, posting times, event times, bus times, etc.
• Walk the event space, and visualize EVERY DETAIL of the flow and timing of the event.
• Share your vision with the Event Manager & Judge Manager.
• MAKE SURE the event starts on time.

6. Tests and Materials
• On Tuesday, sit down and take the test. Make notes and give your review copy to the test writer. Be sure the Scantron key is bubbled in correctly.
• Check your boxes. Make sure there are enough (but not too many) materials for the events to run smoothly. Use Equipment List to cross check materials.
• Check your materials, equipment and supplies. Make sure you have what is needed for the event. Review supply check-in/out procedures.
• Put a post-it note or sign on your event box detailing the things that should be put in the box BEFORE taking it to the event site, such as stop watches.
• Check the secure box. Make sure that what, and how many, you will need is there.
• Check for resources, especially if you need them for your event (markers for CPS, patients for skill events, etc…). Add a reminder to the Event Snapshot.

7. Continuously Monitor and Cheer Them On
• Have a presence at the event, throughout the event, making sure that Event Personnel have everything they need to run the event effectively. Talk to competitors, personnel, and section leaders to continuously monitor the flow of the event, and always let them know how much you appreciate their service to or involvement in HOSA.
• Give frequent status reports to your Category Chair.
• Look at what is happening. Is the event running correctly? Are the judge scantron and event evaluation forms being filled out properly?
• Talk with your Category Chair, Event Manager and Judge Manager to solve challenges.
• Event clarity and understanding is our goal. Provide feedback to the Chair if the event does not run perfectly.
• Provide written feedback on the Section Summary form, guidelines, or however appropriate.
• We want your suggestions too! If you have a great idea for event improvement – share it!
8. Evaluate
- Sit with the Event Manager & Judge Manager and read the competitor, personnel and judge evaluations.
- Make notes to help us understand the evaluations.
- Go through the event materials BEFORE you turn them in. Does each section have a section summary form? Look at the rating sheets. Was the event run correctly?
- Attend a brief exit conference with the Chair and complete, then sign, the Master Section Summary form.
- Were essential materials (evaluations, essays, photos, portfolios, HOSA’s print copies, release forms, etc…) delivered to Tabs, or CE, as appropriate?

9. Go Above and Beyond
- How can you make this experience meet the expectations of the event personnel, competitors, and judges?
- How can you make this a personally satisfying experience?
- How can you help others on the CE Team enjoy a satisfying experience?