PROCESS REVIEW: EVENT SPECIFICATIONS

The Event Specifications used at the ILC are designed as a communication tool between HOSA Management, HOSA CE Team, AND Event Personnel.

- Initial development is done by HOSA Management and reviewed by the CE Team.
- Prior to the ILC, the Event Specifications are maintained by the HOSA CE Management team, and used to communicate specific event information to event personnel.
- The Event Specifications are an event management tool. They provide all information related to event management.
- The Event Specifications are also a communication tool. They are a place to compile what HOSA CE Chairs and Lieutenants know about the event and what the Event Managers, Judge Managers and key personnel need to know as well.

Process

Event Specification documents are live documents that are used throughout the preparation for ILC to share all event details. The Event Specifications are shared with Chairs and Lts. as the process proceeds to final ILC documents.

At the ILC

The Event Specifications become a worksheet for event management. Event personnel make notes on the Event Specifications of things to remember, and important event management details.

At the conclusion of the ILC, the Event Manager & Judge Manager may use the Event Specifications as a tool in summarizing the event AND in debriefing the event with the Lieutenant.