TASK REVIEW:

Checklist for CE Lieutenants

To Use on Call with Event Manager & Judge Manager

* 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.
* Complete this template with details from each of the events you will be managing, as applicable.
* Contact the EM & JM as soon as possible to set up a phone call **PRIOR TO MAY 20**. (Note: computer access will be required during this communication. You will review the documents posted on the Managing CE Page online together during this phone call. <http://www.hosa.org/ManagingCE>
* Call details (The purpose of this call is to gather important information, establish a positive rapport with the EM & JM, and to answer any questions they may have):
1. Briefly introduce yourself and your experience in HOSA; then ask the following:
2. How familiar are you with the management of this ILC event?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. When are you arriving at the ILC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Which hotel will you be staying in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is your cell phone number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Provide the following information, available from the Event Snapshot:
5. Date/time/location of event orientation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date/time/location of the event (both rounds if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Estimated # of competitors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Estimated # of sections \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Estimated # of personnel needed to run event (both rds, if app)\_\_\_\_\_\_\_\_\_
10. Bus information (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Posting of finalists (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Review Job Descriptions of Event Personnel (EP) (posted on website):
	1. 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!
	2. 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!
	3. Judge Manager (JM): You are “in charge” of orienting 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. HOSA appreciates your service and involvement in ILC and this event cannot be successful without you!
	4. Other personnel needed for this event (review job descriptions together on website): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. There are multiple orientations. Explain the purpose of each (as applicable). There is a checklist for each in the CE Management Guide (posted on website).
	1. EM & JM Orientation – Attendance is required! The first part is presented by HOSA Management and Chairs and then Lieutenants will meet individually to review event specific information. Date/Time & Location scheduled this year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Event Personnel Orientation – This is scheduled for the 45 minutes prior to the event (each Rd) and listed in the program. The Event Manager runs this meeting for allevent personnel. Lt. will be available as needed. State advisor should be invited. BE SURE your Event Personnel understand their attendance is required. The event will begin right after this orientation, so everyone must show up to learn their roles and prep their site(s)! Review Master Section summary, section summary sheet, and check-in process (posted on web).
	3. Judge Orientation – The JM conducts this orientation while eating with judges. Guidelines and scantrons should be reviewed at this time. After eating, judges should be brought to the event site where everything should be set up (by EM & Section Leaders) so they can walk through a practice run and ask questions before the competitors arrive. Encourage judges to use the restroom now to limit breaks during competition. This orientation is currently scheduled for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Competitor Orientation – The EM conducts this orientation. This Orientation is scheduled right before the Round 1 test or event.
		1. Review Round 2 Info Sheet with EM (and competitors), as applicable. Those events with a Round 2 will have Round 2 Info Sheets available online when the finalists are posted. The Round 2 Info Sheet will contain important competitor information for round two. There will not be a 2nd orientation for competitors so it is vital they get the correct information here.
		2. NEW at ILC in last couple years: Good reminders!
			1. Photo ID -- Competitors must show photo ID prior to competing in both rounds of an event. The photo ID will be checked at orientation (for events with a round one test) and at the appointment time (for all other events).
			2. Appointment Times -- Competitors are NOT issued stickers with their appointment times on them. Appointment times will be posted on the HOSA website and app, and a copy given to you in case a competitor has no internet access. Please be sure this is reviewed during orientation.
	5. Review any additional information unique to this event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	6. Ultimate Goal – to meet the expectations of competitors for a positive, fair and “international” competitive events experience.
14. Additional questions/information:
15. Have you had a chance to read *all* the forms posted online on the Managing CE page (<http://www.hosa.org/ManagingCE>)?\_\_\_\_\_\_\_\_ Do you have any questions re: them?
16. Are *all* roles already assigned from your state? \_\_\_\_\_\_ (Some State Advisors will do this for you! If not, how/when will this be done?) \_\_\_\_\_\_\_\_
	* *Will need to work with State Advisor to secure names.* *Encourage them to use their students/family as event assistants. They can never have too much help.*
17. Your Event Personnel (EP) Meeting is on \_\_\_\_\_\_\_\_\_\_\_\_\_(day) at \_\_\_\_\_\_\_ (time) in \_\_\_\_\_\_\_\_\_\_(room). How will your personnel know about and attend this meeting? Round 2 EP Meeting info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. Do you have their contact information (cell #, e-mail)? When will you be contacting them?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How will you keep in touch with them after school gets out? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. What questions do you have for me? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

G. THANK YOU for taking the time to speak with me! Please let me know if you have questions at any time. I look forward to working with you in Houston.

* **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 the call and any issues/concerns that need to be addressed.
* Plans for follow up and next steps:

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