1. Guidelines & Rules
	* Guidelines x1
	* General Rules & Regulations x1
	* Appendices (Cell phone, Dress Code, Photo ID) (1 of each per event)
2. Event Overview & Set-up
* Snapshot (1 per section + EM & JM)
* Master room set diagram x1
* Judge Fact Sheet x1
* Check-in/Out Process (1 per check-in table)
1. Job Descriptions (Use Event Personnel google file – 1 copy per event role)
2. Orientation Checklists / Scripts
	* Event Personnel x2
	* EM/JM x 3
3. List of Competitors (copies for EM, JM, Section Leaders, Timekeepers, Bus captain)
4. Competitor ID Labels (EHP, EW, HCD, OMI, EMI, MRC, and OHC only)
5. Scantrons (Test or Rating Sheets)
	* Scantron Process Review x1
6. Timekeeper Logs (1 per section)
	* “When to Use Which Timekeeper Log” file (1 per event)
	* Flash cards for time remaining
	* Timekeeper Log - Process Review
7. Topic Cards (BD, PH, PSA, PS, SS, HCP, RPS, HCD, CA, HE) (1 per section + JM)
8. Secret topic / Scenario (from Secure File - if applicable)
9. Display Time (MIO, MIE, HCD, HCP, HOSA Happenings, OHC)
	* Display Time Summary Form (3 per event)
	* Display Time Job Description
	* Display Time Talking Points (1/competitor + 10 extra)
10. Flowcharts
	* CPS, FS, PP (1 per EM, JM, Section Leaders, Timekeepers)
11. Section Summary Form (1 per section)
12. Master Event Summary Form (1 per event per Round)
13. Evaluation Forms Round One
	* Competitor Round One (1 per competitor + 5 extras)
	* Event Personnel & Judges (1 per personnel & judges + 3 extras)
14. Evaluation Forms Round Two
	* Competitor Round Two (1 per competitor + 5 extra)
	* Event Personnel & Judges (1 per personnel & judges + 3 extras)
15. Round Two Information Sheets
	* BD, BT, CPS, CERT, CN, CPR, DS, EMT, FS, HB, HHA, HCD, HCP, HL,OMI, EMI, MA, MS, NA, PH, PP, PSA, PT, SM, RX, & VS (1 per total event personnel)
16. Certificates
	* of Achievement (1 per competitor)
	* of Thanks (1 per event personnel)
17. Event Signage
18. Check-in grouping by Letter Signs (A-C, D-G, etc.)
19. Judge Manager Folder (Everything needed for events w/Judge Orientation goes in here)
	* Judge Manager Job Description x1
	* Guidelines x1
	* Snapshot x 1
	* Judge Orientation Checklist x2
	* Judge FAQ/Tips Sheet (1 per judge + 3 extra)
	* Judge Fact Sheet (1 per judge + 3 extra)
	* Blank Scantron to show as example (one for skill event and one for subjective event)
	* All None Language for Judges
	* Samples/Misc.
		+ Previous submissions, as applicable, *for review only*
		+ HCD, HCP: Copy of NCHSE Health Careers listing
		+ EHP: Screening rubric (1/judge), Art Supply Checklist (1/competitor)
		+ OHC: Rating sheets-all divisions (2/book), Point Summary Chart-all divisions (1/book)
		+ BD: Special BD Timing Script (1/section, 1/timer, 1/EM&JM)
		+ HB: E-magazines, ILC Guide, Policy & Procedures, HOSA Inc Bylaws, HOSA Bylaws, Handbook A-C (1 of each); Competition Script (20), Moderator/Judge Instructions (20), Scoresheets (60)
	* List of confirmed judges for event (get list Wednesday morning) (1/Lt, JM, & each SL)
	* Thank you notes for judges – *Event Personnel should hand-write thank you notes to all judges & deliver to the judges before they leave (1/judge)*
		+ Sample thank you note wording x1
		+ *Reminder to take Judge Gifts/Packets for events off-site*
20. Bus Captain Folder (for BT, CN, CPR, CERT, DS, EMT, HHA, MA, NA, PT, RX, SM, & VS)
	* Bus Captain Job Description
	* Bus Schedule
	* Bus Captain Info Sheet (with contact info)
	* Maps to Event Sites & drop-off locations
	* Any special Bus Confirmations from Jonathan
	* Competitor List
	* CE Basic Agenda
	* Off-site catering order confirmations
21. Supplies
	* Pencil sharpener, post-its, pencils for evaluations, index cards, etc. (in the small clear bin)
	* Hand sanitizer, calculators, stopwatches & clipboard (*Don’t add until the last minute as we need to share these. After event put back in the appropriate supply bins so everyone has access*)
	* Boxes/bags for collecting submission items (CL, MRC, EW, HP, HL, JS, IS, RS, CA, FS, HE, PP, PA)
	* Skill equipment needed (may be in separate box/bag)