

Event Manager & Quality Assurance Orientation

Led by the HOSA Staff, CE Lieutenants and CE Chairs

*The EM & QA Orientation meeting is scheduled for Wednesday at ILC. The EM and QA **MUST** attend. HOSA Staff will provide an introduction and general information to the group as a whole. After the introduction by HOSA staff, the individual CE Lieutenants will meet with the EM and QA regarding their specific events. The information below should be discussed by the EM, QA, and CE Lieutenant. As the EM/QA, you may be waiting for your CE Lieutenant to finish with another group – while you wait, please start reviewing the items below and making note of your questions.*

ILC Event Personnel Page online <http://www.hosa.org/ILCEventPersonnel>

- Review all information found at this new website. Note any questions you have.
- You must not only know your role, but know everyone else's role on the team so you can help guide them.
- Review the Job Descriptions.

Important for ALL events:

- Timing & Time Management
- Attitude: Be nice and courteous to the competitors. They are nervous and have spent lots of time and money to get to ILC. They deserve a positive experience!
- Document EVERYTHING. Write on the Section Summary Form and Master Event Summary Form. Review these forms here: <http://www.hosa.org/ILCEventPersonnel>
 - NO DISQUALIFICATION. Remove that word from our vocabulary
 - Dress Code and Process Violations – must be confirmed by Event Lieutenant
 - Cell Phone/Smart/Electronic Device Policy found at Appendix G: <http://hosa.org/appendices>
 - No shows, on-site additions- how to manage. Refer to the HOSA Check-in Process FAQ; <http://www.hosa.org/ILCEventPersonnel>

Event Guidelines

- Review the event guidelines. Know these! The competitors have been studying these forward and backwards. You need to be the expert on logistics and details in the guidelines.

Event Box

- Review the files in the event box.
- What supplies need to be added to the event box before the event? (Example: Stopwatch, pencils, index cards, signs, secure items, etc.)
- Who is picking up the event box from headquarters for the event and when?

Event Snapshot

- Review the event snapshot. This file contains all the details of your events and important notes between CE Staff and the EM/QA.

Round 2 Info Sheet

- Does your event have a Round 2 Info Sheet?
- Review the information on the Round 2 Info Sheet. This is the same information students will have access to through the app when Round 2 finalists are posted.

Tests/Topics

- Does your event have a test or secret topic?
- Where will you find the test/secret topic?
- Does your event have multiple tests/teams in a room? If so, have you connected with other event personnel to ensure everyone is on the same page?

Off-Site Events

- Who is the Bus Captain?
- Do you and your LT have the bus captain's contact information?
- Are you confident about the plan? What details do you need?

Event Personnel Orientation – Event Manager runs this

- Follow the Event Personnel Orientation file and review Job Descriptions with your team
- Does your event have two Event Personnel orientations? If so, how will they be different? Some states assign different personnel to round 1/round 2 so this is time for everyone to meet to get the details worked out.
- Are there additional items to add to the checklist for your event?
- Which specific event guideline items need to be highlighted for the event personnel?

Judge Orientation – Quality Assurance runs this

- Review the Judge Orientation Checklist.
- How many sections will your event have? How many judges should there be per section? How will you divide the judges per section?
- Which specific event guideline items need to be highlighted for the judges?
- Time allotted to allow the QA and event personnel to provide a run through with the judges prior to the event

Competitor Check-in and Orientation – Event Manager runs this

- Refer to the Check-in Process Handout for how to effectively check-in the competitors
- Review the Competitor Orientation Script. Are there additional items to add to the script?
- Which specific event guideline items need to be highlighted for the competitors?
- Competitor List: Do you have a folder in the Event Box with this information? Please note, starting with ILC 2018, hard copy labels of appointment times will not be distributed to competitors. Appointment times will instead be posted on the HOSA website and HOSA app. For more information on this, please review the Distribution of Appointment Times file found at <http://www.hosa.org/ILCEventPersonnel>

Room Set-up

- Review the way the event room(s) will be set and confirm with event Lieutenant

Event

- EM assists with setup and run through for all event personnel while the QA conducts Judge Orientation
- Describe the flow of the event. Where will competitors report? How will they know where to go?
- What is your plan to make sure the event starts on time and stays on time?
- What is your plan to check in on all sections to ensure the competition is flowing nicely?
- What is your plan to make sure the judges are completing the scantron forms correctly and completely?

- Does your event have a portfolio or required copies of items? What is your plan to make sure the competitors receive their portfolio after their competition time? How are you transporting any event copies to CE headquarters?
- Does your event have a Display Time? Is it required or optional? What is your plan to make sure all competitors know when to retrieve their displays? How will you take attendance, if applicable?
- What is your plan to make sure all competitors complete an evaluation?

Evaluations

- There are Evaluations in the Event Box: Round 1 Competitor Evaluation, Round 2 Competitive Evaluation, Round 1 Event Personnel/Judge Evaluation, Round 2 Event Personnel/Judge Evaluation. Do you have enough copies of each?
- What is the plan to ensure all competitors, judges and event personnel give *specific* feedback on this year's evaluations? (Example: Every year, we have evaluations that say, "Guidelines were unclear" – in order to improve the guidelines, we need to know which specific wording was unclear).

After the Event

- Follow the directions on the Master Event Summary Form and Section Summary Form for how to collect items, group scantrons, and gather paperwork.
- What is your plan for triple-checking that all scantrons are completed correctly? Rating Sheets need to be CHECKED for accuracy of bubbling
- Who will make sure the event box and all supplies and equipment are taken back to CE Headquarters?
- Check to be sure you have thank you notes in your event box. Event Personnel are responsible for writing a hand-written thank you notes to the judges in their event, and delivering to the judges before they leave.
- Debrief with the CE Lieutenant