

# Event Personnel Orientation

## Led by the Event Manager

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*This meeting is individually scheduled on the agenda for all event personnel (section leaders, timekeepers, patients, event assistants, etc.) and will be held directly before each round of the event. Check the agenda for time and location. The Lieutenant will attend this meeting, when possible, to offer support to the Event Manager.*

Meeting Day & Time \_\_\_\_\_ Location \_\_\_\_\_

Event Manager brings the Event Box and all Event Supplies

1. READ THE FOLLOWING: Welcome and thank you. Our state is sponsoring the \_\_\_\_\_ event. I am \_\_\_\_\_ and will be serving as your Event Manager. \_\_\_\_\_ is QA for this event. When your name is called please let us know you are here.
2. Review each individual job description (found at <http://www.hosa.org/ILCEventPersonnel>) and ensure all members know their role. Review the job descriptions as a group – it will help when everyone knows what each person is responsible for handling.
  - Event Manager
  - Quality Assurance
  - Bus Captain
  - Section Leaders
  - Timers
  - Report and Evaluation Room Facilitator
  - Orientation Check-In
  - Testing Proctors
  - Patients / Actors
  - Event Assistants
3. **Guidelines:** For our assigned event, the following are important points from the guidelines. *(The Event Manager should work closely with the CE Lieutenant to determine which points from the guidelines should be highlighted)*

4. **Snapshot:** Read the information from the Snapshot for specific details related to this event.
  
5. **Evaluations:** Event Personnel, Judges and Competitors are all asked to complete an evaluation form. The evaluation form for Event Personnel and Judges is different from the Competitor Evaluation. Use a Number 2 pencil only. Encourage written comments on the back of the scantron form or on the Round 2 Evaluation Form
  
6. **Challenges:** Any challenges (for example, dress code violation, possible cheating, etc.) must be brought to the Event Manager and CE Lieutenant to be resolved / verified. Do not confront the competitor.
  
7. **Cell Phones/Smart Devices:** All event personnel phones or smart devices should be on silent or turned off, unless using as a timer (in which case it needs to be in airplane mode so as not to receive a notification and interfere with timing). Be sure competitors are aware that event personnel may use cell phones as timers.
  
8. Additional information specific to this event: *(fill in prior to orientation)*

Any questions?

***Thank all event personnel.***