

# Job Description: Event Manager

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## Who Are We Looking For?

Responsible adult from the sponsoring state

## Why Do We Need You?

You conduct and direct the event. You manage the details and the people and lead the event plan. You make sure all event personnel are where they are supposed to be, playing the same song. Your actions coordinate the efforts of everyone involved with the event. You manage the “outside” of the room at the ILC and ensure the integrity of all event forms and processes. You must understand the event guidelines and be able to communicate all event information with the rest of the event personnel. YOU set the tone for the event and help our members have a wonderful competitive event experience!

## Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices> .

### Pre-Communication

- Participate in a phone call in May with the National CE Lieutenant who is responsible for overseeing your assigned event. Ideally this phone call will be between the EM, QA, and Lt. The HOSA CE Lieutenant will reach out to you no later than May 20th via the contact information provided by your State Advisor.

- Organize the list of other event personnel who will help run the event (timekeepers, event assistants, proctors, etc.).
  - Sometimes the State Advisor assigns this list, but you will need name, email, and cell phone for each person helping.
  - Coordinate a way to communicate with everyone on the team who is part of the event – “Remind 101” type of text messages help everyone know where to be and when.
  - Share information with your team prior to ILC so everyone knows their role.
  - Share the ILC Event Personnel page online, pointing out relevant information <http://www.hosa.org/ILCEventPersonnel> .

### **Know the Details**

- Review applicable files provided to you by the CE Lieutenant such as the Snapshot and Round Two Info Sheet. How many competitors are you expecting per section, how many judges do you have coming, what is the posting time, when is the orientation for competitors and personnel, what are the bus departure times, etc. You are responsible for knowing the information on these files.
- Read and study all Event Personnel Job Descriptions. It is your job to teach the other personnel what they need to know, so you need to be familiar with everyone’s role.
- Communicate all the applicable details to the applicable event personnel (i.e.: Timekeeper need to know how much time is allowed, patients/actors need to have their patient scripts, etc....)

### **At ILC**

- Attend the EM/QA orientation scheduled on Wednesday at ILC.

### **Event Room**

- Walk the event space. Visualize the “flow” of the event from the competitor’s eyes and how they will get from start to finish.
- Use the HOSA Room Set Diagram to confirm the section rooms are set correctly and that all section rooms are set the same way.
- For events with orientations and tests – confirm that the number of competitors registered for the event will fit in the given room. Do you have enough seats?

### **Equipment**

- Look at the list of required materials in the event guidelines – do you have everything listed for each section?

- Be sure you have one scantron for each competitor/team per judge. Plan for extras in case extra judges arrive. Know the process for handling additional competitors.
- Does your event have a secure item such as a secret topic or scenario? If so, ensure there are enough copies for each competitor/team, per the guidelines.

### **Event Personnel Orientation**

- Lead the Event Personnel Meeting in which all event personnel attend to learn their roles.
- Use the Event Personnel Meeting Script to run this meeting.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event.

## **During the Event**

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise.

### **Competitor Orientation**

- You are responsible for leading the Competitor Orientation.
- Follow the Competitor Orientation Script to run this meeting.

### **Communication**

- Communicate with the Quality Assurance and Section Leaders throughout the event to ensure everything is operating smoothly.

### **Challenges**

Involve the CE Lieutenant if there are any challenges or rule violations. Their job is to support you!!

## After the Event

Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.

### **Review the Event Section Summary Forms with the Quality Assurance and Section Leader (there will be one form per section)**

- Review any notations that might affect the final results. The QA & EM must initial any notations indicating agreement/confirmation.
  - Dress Code or Process Violations (i.e. missed orientation, was wearing shorts and flip flops)
  - No-Shows
  - Additions (changes in names/teams or new competitors who arrived but were not on original list)
- Review the feedback and comments on the Section Summary Form.
- Sign the Section Summary Forms indicating all scantrons were completed correctly and all event processes were followed and you approve of all information on the Section Summary Forms.

### **Confirm that Each Section Leader has properly provided Materials for Submission**

- Competitor list by section (any no-shows clearly crossed out)
- Confirm all rating sheets have been filled out correctly and completely: Check each rating sheet for one mark per criteria and zeros as applicable, and that no marks are on edges of Scantron.
- Rating Sheets or Test Scantrons separated into two piles:
  - 1) TO BE SCANNED
    - Please do not use paper clips on those to be scanned
    - Any teams/competitors that were added onsite **MUST** be flagged with a sticky note and labeled so Tabulations can assign them a competitor ID #. **DO NOT** use a no-show scantron for a team/individual who registers on-site. Give them a blank scantron. On-site additions should also be listed on the section summary form.
    - Count the number of forms to be scanned and write it on a post-it note on top of the packet of “to be scanned” scantron forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
  - 2) NOT SCORED
    - Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet AND listed in the chart above).
    - Extra blank scantrons that were not used.
- Evaluations
- Timekeeper Logs
- Any Event Materials (HOSA copies of portfolios, resumes, etc.)

### **Group Debrief between Each Section Leader, Quality Assurance and Event Manager**

- Review the Section Summary Form with the Section Leader – The EM and QA both sign it indicating all process were followed.
- Review the Timekeeper Log with the Section Leader & QA.
- Collect all paperwork that was prepared by the Section Leaders.
- Cleanup any remaining items at the event site.

### **Final Group Debrief between Event Manager, Quality Assurance and CE Lieutenant**

- Complete the Master Event Summary Form
  - Complete this form by transferring the information from EACH Section Summary Form.
  - This is the ONLY Event Summary that goes to Tabs. This should be a compilation of the Section Summary forms from each section of your event. Tabs will use this to process scores and record any violations. The Event Manager works with the Lieutenant (and/or Category Chair) to complete this form.
  - ONLY violations that were approved by EM, QA, AND CE Lieutenant should be listed on this Master Event Summary Form. Review the special notations with the CE Lieutenant to determine if they agree with the violation.
  - Tabulations will not get the information if it is not listed on this Master Event Summary Form – all details vital to the event (as confirmed by the CE Lieutenant) need to be included on this form.
- Turn in all paperwork and results to HOSA headquarters
- It is crucial that you provide immediate feedback on the success of the event, situations that may impact the outcome of the event standings and written suggestions for improving event management or the event guidelines.
- Review and read the competitors, personnel, and judge evaluations. Make any additions/notes to help HOSA staff understand the comments.