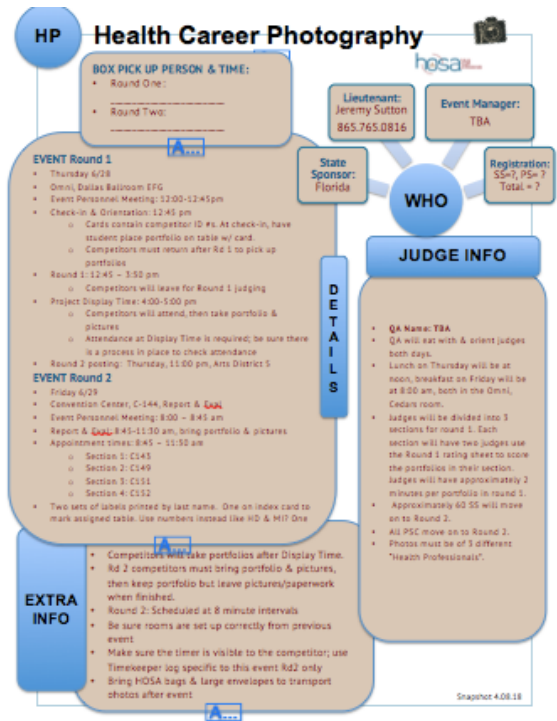


# Sample Snapshot

The Event Snapshots used at the ILC are designed as a communication tool between HOSA Management, HOSA CE Management team, AND Event Personnel.

- Initial development is done by HOSA Management and reviewed by CE personnel.
- Prior to the ILC, the Snapshot is maintained by the HOSA CE Management team, and used to communicate specific event information to event personnel.
- The Snapshots are an event management tool. They provide information that is not generally in the guidelines but relates specifically to event management.
- The Snapshots are also a communication tool. They are a place to compile what HOSA CE Chairs and Lieutenants know about the event and want to make sure Event Managers, QAs and key personnel know as well.



## Process

Category Chairs distribute Snapshots to Lieutenants to review on Saturday at the January CE Meeting. They should use the tentative ILC agenda and hotel information and confirm all details related to the running of the event. They should also add important hints, clues and advice to the Snapshot for event management, based on their experiences in the past.

Category Chairs will return the updated/corrected Snapshots before leaving the January CE meeting. HOSA Management will update the snapshots and provide CE Management team members with updated copies as final event registration is received in early June.

## At the ILC

The Snapshot becomes a worksheet for event management. Event personnel make notes on the Snapshots of things to remember, and important event management details.

At the conclusion of the ILC, the Event Manager & QA may use the Snapshot as a tool in summarizing the event AND in debriefing the event with the Lieutenant.