



Event \_\_\_\_\_ Section # \_\_\_\_\_ Round 1 or Round 2 (circle one)

**NO-SHOWS:** List any competitors/teams who were included on your registration list but did not show up for the event. They should also be crossed out on the registration list and their rating sheets should be marked with an "X" across the entire rating sheet.

Competitor/Team Name(s)	Division	ID Number

**ADDITIONS:** Any competitors/teams added on-site who were not on your registration list, should be listed here. A BLANK scantron must be used for these competitors. DO NOT use any preprinted scantrons for these additions, as an ID number will need to be assigned in Tabulations after competition.

Competitor/Team Name(s)	Division	School/Chapter/State

**What's working well with the event?**

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**What's not working with the event? Include specific recommendations for improvement of event guidelines or the process.**

**What would make your life easier as Event Personnel? How can we better help you?**

**Attach this form to the front of the packet containing:**

- Competitor list by section (any no-shows clearly crossed out)
- Rating Sheets or Test Scantrons separated into two piles:
  - 1) TO BE SCANNED
    - a. Please do not use paper clips on those to be scanned
    - b. 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 in the chart above.
    - c. 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" scantrons forms. This allows Tabulations to verify they have scores for the correct number of competitors/teams.
  - 2) NOT SCORED
    - a. Any scantrons of no-show competitors (marked out with an X across **entire** rating sheet **AND** listed in the chart above)
    - b. Extra blank scantrons that were not used
- Evaluations (After returned by EM, Lts. will place in appropriate box in CE Room)
- Timekeeper Logs (After returned by EM, Lts. will place in appropriate box in CE Room)
- Event materials (HOSA copies of portfolios, resumes, etc. – After returned by EM, Lts. will place in appropriate box in CE Room)

☞ Section Leader Signature \_\_\_\_\_

☞ Event Manager Signature \_\_\_\_\_

☞ QA Signature (all scantrons completed correctly) \_\_\_\_\_

**☞ Signatures indicate that all event processes were done correctly, and all materials are complete and attached.**