



Job Description: Event Manager (EM)

Who Are We Looking For?

A responsible advisor from the local chapter.

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 SLC 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 of whether you have worked on this event in the past. They are updated in September, and then they can be periodically updated after that. Check with ILC guideline updates.
- 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.
- Do not plan activities with your chapter during event commitment time.
- Make sure you know where you are going – find your event room(s) before the event starts – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix F at <http://hosa.org/appendices>.

Pre-Communication

- Participate in a Zoom with your CE Lieutenant who is responsible for overseeing your assigned event. Ideally, this call will be between the EM, Dual Role- Section Leader/Judge Manager (SLJM), and Lt.
- Organize the list of other event personnel who will help run the event (Section Leaders, timekeepers, event assistants, proctors, patients, etc.).
- There is time built into the schedule before each round (if applicable) to provide for preparation and final details.

- You can assist with assigning roles for your team (SLs, evaluators, timer, etc.) and you will need the name, email, and cell phone for each person helping. Refer to the shared Google Sheets org chart to view staff.
- Coordinate a way to communicate with everyone on the team who is part of the event – Provide your personal cell phone number and personal email address or an email that is checked daily.
- Share information with your team before going to SLC so everyone knows their role.
- Share the Competitive Event Roles with your team members located on Cal-HOSA.org.

Know the Details

- Review the Org. chart to see how many competitors are per section and how many judges you have coming. You are responsible for knowing the dates and times for events that are located at Cal-HOSA IMPORTANT DATES CALENDAR located on Cal-HOSA's homepage.
- 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. You are responsible for communicating all the details applicable to each team member. These roles/responsibilities can be found in the document named Event Roles located at Cal-HOSA.org.

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 located in the folder to confirm the section rooms are set correctly and that all section rooms are set the same way.
- Review the way the event room(s) will be set and confirm with the event Lieutenant.
- 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, and if this is a skills event, do you have everything required to complete the skill(s)– 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 managing additional competitors.
- Does your event have a secure item such as a secret topic or scenario? These secure items/scenarios are kept secret until the competitor enters the room. Ensure there are enough copies for each competitor/team, and judges according to the guidelines.

Event Personnel Orientation

- Lead the Event Personnel Meeting with all your event personnel at least one hour before the event. This should be a review because you will have provided them with their roles/responsibilities via email.

During the Event

Competitor Check-in

- Check-in ALL students as they arrive. If the student(s) are not on the roster, add them to the Competitor list and let them compete using a blank scantron that is placed on the top of the pile.
- Refer to the [Check-in Process](#) for how to effectively check in the competitors.
- Competitor List: Do you have the information in the folder?

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.

Communication

- Communicate with the Judge Manager 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 in the future.

Review Tabulations Director Cover Sheet (Event Manager check off list) with the Judge Manager and Section Leader (there will be one form per event)

- Review any notations that might affect the final results. The JM and EM must initial any notations indicating agreement/confirmation.
 - Dress Code or Process Violations (i.e., was wearing shorts and flip flops).
 - No-Shows.
 - Additions (changes in names/teams or new competitors who arrived but were not on the original list).
- Review the feedback from SLs and judges and provide comments to Lt.
- Note the start and stop times for events on the Cover Sheet.

Confirm that each Section Leader has properly provided the Materials for Submission

******(some items may not be applicable if tablet judging was used).

- Competitor list by section (any no-shows crossed out).
- Confirm all rating sheet bubbles 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 the edges of the Scantron. **PENCIL ONLY.**
- Rating Sheets or Test Scantrons separated into two piles:
 - 1) TO BE SCANNED
 - Please do not use paper clips on those to be scanned.
 - 2) Any teams/competitors that were added onsite **MUST** be in a separate pile and placed on top of the forms to be turned in. Give them a blank scantron for rating.

3) NOT SCORED

- Any scantrons of no-show competitors or extra blank scantrons are placed on the bottom of the pile.

ALL FORMS WITH COVER SHEET ARE GIVEN TO Lt. AND THEN TURNED INTO ASSISTANT CE DIRECTOR!