EVENT ORGANIZERS

Conference Event Organizer

EVENT: 3D Animation and Visualization	
Event Date:	**Event Type** ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Jim Siggaard	Event Judge (2)
	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
None		Judge's Individual Score Sheets	
		Judge's Summary Score Sheet	
		Participant Interview List	
		Pencils	
		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Review Rules	
		Post Participant List and Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge Completes and Tallies Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
		Clean up for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: Architectural Model I & II	
Event Date:	**Event Type** **Interview – 10 minutes** X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Dallas Tolman	Event Judge (2)
	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
None		Judge's Individual Score Sheets	
		Judge's Summary Score Sheet	
		Participant Interview List	
		Pencils	
		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Review Rules	
		Post Participant List and Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes and Tallies Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
		Clean up for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: CADD – Architectural Level I			
Event Date:		Event Type: ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Ed Livingston		Event Judge (2)	
Equipment Coordinator:		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
Computer Lab – PC's		Judge's Individual Score Sheets	
AutoDesk Software		Judge's Summary Sheet	
Printer or Plotter		Participant List	
Do-aheads		Pencils	
Secure Room with 8' Tables		Event Identification Sign	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign at entrance	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Finalist List – CADD Architectural Level I

	Participant Number	Score
1.		
2.		
3.		
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Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: CADD – Architectural Level II	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Ed Livingston	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
Computer Lab – PC's		Judge's Individual Score Sheets	
AutoDesk Software		Judge's Summary Sheet	
Printer or Plotter		Participant List	
Do-aheads		Pencils	
Secure Room with 8' Tables		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign at entrance	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Finalist List – CADD Architectural Level II

	Participant Number	Score
1.		
2.		
3.		
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Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: CADD – Mechanical Level I	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Marv Scow	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
Computer Lab – PC's		Judge's Individual Score Sheets	
AutoDesk Software		Judge's Summary Sheet	
Printer or Plotter		Participant List	
Do Aheads		Pencils	
Secure Room with 8' Tables		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign at entrance	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Finalist List – CADD Mechanical Level I

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
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12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: CADD – Mechanical Level II	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Marv Scow	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
Computer Lab – PC's		Judge's Individual Score Sheets	
AutoDesk Software		Judge's Summary Sheet	
Printer or Plotter		Participant List	
Do Aheads		Pencils	
Secure Room with 8' Tables		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign at entrance	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Finalist List – CADD Mechanical Level II

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
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12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Chapter Team Level I			
Event Date:		Event Type: X Team ☐ Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Ted Carlson		Event Judge (2)	
Equipment Coordinator:		Event Timekeeper	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Table, Six Chairs		Judge's Score and Summary Sheets	
Rostrum		Participant List	
US Flag and Pole		Pencils, Paper for Minutes	
Idaho State Flag and Pole		Event Identification Sign	
Paraphernalia (Provided)		List of Parliamentary Procedure, Actions and Business Items	
8' Table and 3 Chairs for Judges and Timekeeper		Event Rules and Guidelines	
		Stopwatch, TSA Handbook, Script	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Participant Lists	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Chapter Team Level II	
Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Ted Carlson	Event Judge (2)
Equipment Coordinator:	Event Timekeeper

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Table, Six Chairs		Judge's Score and Summary Sheets	
Rostrum		Participant List	
US Flag and Pole		Pencils, Paper for Minutes	
Idaho State Flag and Pole		Event Identification Sign	
Paraphernalia (Provided)		List of Parliamentary Procedure, Actions and Business Items	
8' Table and 3 Chairs for Judges and Timekeeper		Event Guidelines and Rules	
		Stopwatch, TSA Handbook, Script	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Participant Lists	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Construction Technology Level I			
Event Date:		Event Type: **Written Exam** X Team ☐ Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Jerry Richardson		Event Judge (2)	
Equipment Coordinator:		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Table and Chairs for Judges and Timekeeper		Judge's Score and Summary Sheets	
Construction Tools (will vary by year with project)		Participant List, Rules and Guidelines	
Large Open Room with Adequate Power Supply		Event Problem, Pencils, List of TSA Provided Materials	
Safety Attire (goggles, etc)		Event Identification Sign	
		Event Materials and Supplies	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge and Timekeeper		Arrive 60 minutes early	
Call Judge and Go over Rules		Set up Room, Tools and Supplies	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Participant Lists	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up Room for Next Event and Return Supplies and Materials to HQ	

Finalist List –Construction Level I

	Participant Number(s)	Score
1.		
2.		
3.		
4.		
5.		
6.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Construction Technology Level II			
Event Date:		Event Type: **Written Exam** X Team ☐ Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Mel Mikkola		Event Judge (2)	
Equipment Coordinator:		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Table and Chairs for Judges and Timekeeper		Judge's Score and Summary Sheets	
Construction Tools (will vary by year with project)		Participant List, Guidelines and Rules	
Large Open Room with Adequate Power Supply		Event Problem, Pencils, List of Materials Provided by TSA	
Safety Attire (goggles, etc)		Event Identification Sign	
		Event Materials and Supplies	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge and Timekeeper		Arrive 60 minutes early	
Call Judge and Go over Rules		Set up Room, Tools and Supplies	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Participant Lists	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up Room for Next Event and Return Supplies and Materials to HQ	

Finalist List –Construction Level II

	Participant Number(s)	Score
1.		
2.		
3.		
4.		
5.		
6.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Design Vehicle Level I	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Colby Mattila	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
2 @ 8' Tables		Judge's Score and Summary Sheets	
Rope or Barrier to Cordon Off Tables		Participant List	
		Pencils	
		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: Design Vehicle Level II	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Colby Mattila	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
2 @ 8' Tables		Judge's Score and Summary Sheets	
Rope or Barrier to Cordon Off Tables		Participant List	
		Pencils	
		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: Desktop Publishing Level I			
Event Date:		Event Type: ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Mark Lincoln		Event Judge (2)	
Equipment Coordinator:		Registrars (1)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
Computer Lab		Judge's Score and Summary Sheets	
Appropriate Software		Finalist Participant List to Post	
Printer(s)		Pencils	
		Event Identification Sign	
		Copy of Event Rules	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Finalist List	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Finalist List –Desktop Publishing Level I

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
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12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Desktop Publishing Level II			
Event Date:		Event Type: ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Mark Lincoln		Event Judge (2)	
Equipment Coordinator:		Registrars (1)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
Computer Lab		Judge's Score and Summary Sheets	
Appropriate Software		Finalist Participant List to Post	
Printer(s)		Pencils	
		Event Identification Sign	
		Copy of Event Rules	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Finalist List	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Finalist List –Desktop Publishing Level II

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
6.		
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12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the eve

Conference Event Organizer

EVENT: Dragster Design Level I (Metric/500 - CO_2)	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Jeff Grove/Colby Mattila	Event Judge (2)
Equipment Coordinator:	Event Judge (3)
	Event Helpers/Security

Event List

Equipment List:	√	**Materials and Supplies List:**	√
CO^2 Cartridges		Judge's Score and Summary Sheets	
Plastic Containers for Cars		Copy of Event Rules	
20 Meter Race Track		Pencils	
Room with Adequate Length		Event Identification Sign	
Seating for Spectators		Race Elimination Brackets	
White Board		White Board Markers	
8' Tables for Cars		Digital Weigh Scales	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 90 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies & materials to HQ	

Conference Event Organizer

EVENT: Dragster Design Level II (Metric/500 - CO_2)

Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List

Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Jeff Grove/Colby Mattila	Event Judge (2)
Equipment Coordinator:	Event Judge (3)
	Event Helpers/Security

Event List

Equipment List:	√	**Materials and Supplies List:**	√
CO^2 Cartridges		Judge's Score and Summary Sheets	
Plastic Containers for Cars		Copy of Event Rules	
20 Meter Race Track		Pencils	
Room with Adequate Length		Event Identification Sign	
Seating for Spectators		Race Elimination Brackets	
White Board		White Board Markers	
8' Tables for Cars		Digital Weigh Scales	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 90 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Dragster Design Level I & II	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Jeff Grove	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
2 @ 8' Tables		Judge's Score and Summary Sheets	
2 Race Tracks		Participant List, Vehicle Timesheet	
Seating for spectators		Pencils, Event Guidelines and Rules	
Long Room (Cafeteria Like area)		Event Identification Sign	
		Double Elimination Bracket (6'X4')	
		Plastic Storage Buckets	
		400 CO^2 Cartridges, scales	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 60 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: Electronic Systems Level I – Custom Design	
Event Date:	Event Type: **Interview – 10 minutes** ☐ Team ☐ Individual X Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Sal Lorenzen	Event Judge (2)
	Event Judge (3)

Event List			
Equipment List:	√	**Materials and Supplies List:**	√
3 @ Tables		Judge's Score and Summary Sheets	
110v Outlets		Copy of Event Rules	
		Pencils	
		Event Identification Sign	
		Do Aheads	

Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Review Rules	
Secure Room			
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: Electronic Systems Level II – Custom Design	
Event Date:	Event Type: **Interview – 10 minutes** ☐ Team ☐ Individual X Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Sal Lorenzen	Event Judge (2)
	Event Judge (3)

Event List			
Equipment List:	√	**Materials and Supplies List:**	√
3 @ Tables		Judge's Score and Summary Sheets	
110v Outlets		Copy of Event Rules and Guidelines	
		Pencils, pens	
		Event Identification Sign	
		Do Aheads	

Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Review Rules	
Secure Room			
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up Room for next event and return supplies and materials to War Room	

Conference Event Organizer

EVENT: Electronic Demonstration Level I	
Event Date:	Event Type: **Written test** ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Sal Lorenzen	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables or Adequate Work Areas		Judge's Score and Summary Sheets	
110v Outlets		Demonstration Kit Supplies	
Demonstration Kits		Pencils	
		Event Identification Sign	
		Copy of Event Rules and Guidelines	
		List of Top 12 Participants	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room and Demo Kits	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign and Finalist List	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Finalist List – Electronic Demonstration Level I

	Participant Number	Score
1.		
2.		
3.		
4.		
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12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Electronic Demonstration Level II			
Event Date:		Event Type: **Written test** ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Sal Lorenzen		Event Judge (2)	
Equipment Coordinator:		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Tables or Adequate Work Areas		Judge's Score and Summary Sheets	
110v Outlets		Demonstration Kit Supplies	
Demonstration Kits		Pencils	
		Event Identification Sign	
		Copy of Event Rules and Guidelines	
		List of Top 12 Participants	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room and Demo Kits	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign & Finalist List	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies & Materials		Clean up room for next event and return supplies and materials to HQ	

Finalist List –Electronic Demonstration Level II

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Imaging Technology Level I & II			
Event Date:		Event Type: **Written test** ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Gordon Thomas		Event Judge (2)	
Equipment Coordinator:		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
4 @ 8' Tables		Judge's Score and Summary Sheets	
Secure Room or Rope to Cordon Off Area		Participant List	
		Pencils	
		Do Aheads	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Post Event Identification Sign	
		Review Rules	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies & Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Job Interview Level I			
Event Date:		Event Type: **Interview – 5 minutes** ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Brent Terry		Event Judge (2)	
		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Table for Judges, 4 Chairs		Judge's Score and Summary Sheets	
1 Chair for Interviewee		12 Finalist Participants List to Post	
		Pencils	
		Event Identification Sign	
		Copy of Event Rules	
		Copy of 12 Finalist's Resumes	
		Interview Questions	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Review Rules	
Secure Equipment		Post Event Identification Sign & Finalist List	
Secure Supplies and Materials			
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies & Materials		Clean up room for next event and return supplies and materials to HQ	

Finalist List – Job Interview Level I

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Job Interview Level II			
Event Date:		Event Type: **Interview – 5 minutes** ☐ Team X Individual ☐ Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Brent Terry		Event Judge (2)	
		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Table for Judges, 4 Chairs		Judge's Score and Summary Sheets	
1 Chair for Interviewee		12 Finalist Participants List to Post	
		Pencils	
		Event Identification Sign	
		Copy of Event Rules	
		Copy of 12 Finalist's Resumes	
		Interview Questions	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Review Rules	
Secure Equipment		Post Event Identification Sign & Finalist List	
Secure Supplies and Materials			
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies & Materials		Clean up room for next event and return supplies and materials to HQ	

Finalist List – Job Interview Level II

	Participant Number	Score
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Event Consultant should return this form to Headquarters (War Room) after the projects are judged. The list should be posted in the registration area for public viewing prior to the event.

Conference Event Organizer

EVENT: Manufacturing Level I			
Event Date:		Event Type: ☐ Team ☐ Individual X Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Greg Grove		Event Judge (2)	
		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Tables		Judge's Score and Summary Sheets	
		Participant List	
		Pencils, Tape Measure	
		Event Identification Sign	
		Copy of Event Rules and Guidelines	
		Do Aheads (projects)	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Review Rules	
Secure Room		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Manufacturing Level II			
Event Date:		Event Type: ☐Team ☐ Individual X Both	
Event Location:			
Event Start Time:		Event Stop Time:	
Event People List			
Conference Coordinator: Jim Siggaard		Event Judge (1)	
Event Consultant: Greg Grove		Event Judge (2)	
		Event Judge (3)	
Event List			
Equipment List:	√	**Materials and Supplies List:**	√
8' Tables		Judge's Score and Summary Sheets	
		Participant List	
		Pencils, Tape Measure	
		Event Identification Sign	
		Copy of Event Rules and Guidelines	
		Do Aheads (projects)	
Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Review Rules	
Secure Room		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Prepared Presentation Level I	
Event Date:	Event Type: **Presentation 3-5 minutes** ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Rick Robinson	Event Judge (2)
Equipment Coordinator:	Event Judge (3)
	Timekeeper (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Table and 4 Chairs		Judge's Score and Summary Sheets	
Podium, Easel		Participant List to Post	
TV/VCR		Pencils	
		Event Identification Sign	
		Copy of Event Rules and Guidelines	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Prepared Presentation Level II

Event Date:	Event Type: **Presentation 3-5 minutes** ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List

Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Rick Robinson	Event Judge (2)
Equipment Coordinator:	Event Judge (3)
	Timekeeper (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Table and 4 Chairs		Judge's Score and Summary Sheets	
Podium, Easel		Participant List to Post	
TV/VCR		Pencils	
		Event Identification Sign	
		Copy of Event Rules and Guidelines	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event & return supplies & materials to HQ	

Conference Event Organizer

EVENT: Promotional Communication Level I	
Event Date:	Event Type: ☐ Team ☐ Individual X Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Dave Heath	Event Judge (2)
Equipment Coordinator:	Event Judge (3)
	Timekeeper (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Table and 4 Chairs		Judge's Score and Summary Sheets	
TV/VCR		Copy of Event Rules	
		Pencils	
		Event Identification Sign	
		Stop Watches	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event & return supplies & materials to HQ	

Conference Event Organizer

EVENT: Promotional Communication Level II	
Event Date:	Event Type: ☐ Team ☐ Individual X Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Dave Heath	Event Judge (2)
Equipment Coordinator:	Event Judge (3)
	Timekeeper (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Table and 4 Chairs		Judge's Score and Summary Sheets	
TV/VCR		Copy of Event Rules	
		Pencils	
		Event Identification Sign	
		Stop Watches	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event & return supplies & materials to HQ	

Conference Event Organizer

EVENT: Promotional Graphics Level I	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Mark Lincoln	Event Judge (2)
	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables		Judge's Score and Summary Sheets	
		Finalist Participant List to Post	
		Pencils	
		Event Identification Sign	
		Copy of Event Rules	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event & return supplies & materials to HQ	

Conference Event Organizer

EVENT: Promotional Graphics Level II	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Mark Lincoln	Event Judge (2)
	Event Judge (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables		Judge's Score and Summary Sheets	
		Finalist Participant List to Post	
		Pencils	
		Event Identification Sign	
		Copy of Event Rules	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room Coordinator	
Confirm Equipment, Supplies and Materials		Clean up room for next event & return supplies & materials to HQ	

Conference Event Organizer

EVENT: Safety Poster Level I (Hand or Computer Generated)	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Sal Lorenzen	Event Judge (2)
Equipment Coordinator:	Registrars (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
4@ 8' Tables		Judge's Score and Summary Sheets	
		Copy of Event Rules	
		Pencils	
		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Post Event Identification Sign	
		Review Rules	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	

Conference Event Organizer

EVENT: Safety Poster Level II (Hand or Computer Generated)	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Sal Lorenzen	Event Judge (2)
Equipment Coordinator:	Registrars (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
4@ 8' Tables		Judge's Score and Summary Sheets	
		Copy of Event Rules	
		Pencils	
		Event Identification Sign	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Post Event Identification Sign	
		Review Rules	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	

Conference Event Organizer

EVENT: Structural Engineering Level I

Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List

Conference Coordinator: Jim Siggaard	Event Judges (3)
Event Consultant: Jared Merrick	Event Breaking Judges (2)
Equipment Coordinator:	Construction Monitors (2)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables and Chairs		Judge's Score and Summary Sheets	
Event Identification Sign		Participant List to Post, Copy of Event Rules	
		Pencils, Ruler, Pin Board, Cutting Board, Tower Base	
		Straight Pins, Clothes Pins, Grid Paper	
		Balsa, Alphatic Resin	
		Single Edge Razors, Modeling Knives	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 90 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Structural Engineering Level II	
Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:
Event People List	
Conference Coordinator: Jim Siggaard	Event Judges (3)
Event Consultant: Jared Merrick	Event Breaking Judges (2)
Equipment Coordinator:	Construction Monitors (2)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables and Chairs		Judge's Score and Summary Sheets	
Event Identification Sign		Participant List to Post, Copy of Event Rules and Guidelines	
		Pencils, Ruler, Pin Board, Cutting Board, Tower Base	
		Single Edge Razors, Modeling Knives	
		Balsa, Aliphatic Resin, Straight Pins, Clothes Pins, Grid Paper	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 90 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Technology Bowl Level I

Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List

Conference Coordinator: Jim Siggaard	Moderator (1)
Event Consultant: Jerry Richardson	Timekeeper (1)
Equipment Coordinator:	Scorekeeper (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
2 @ 8' Tables and Chairs		Judge's Summary Sheets	
Table with Rostrum		Participant List to Post	
Modified Double Elimination Grid on Whiteboard		Pencils, Dry Erase Markers, Whiteboard	
Electronic Answering System		Event Identification Sign	
P.A. System		Copy of Event Rules	
Seating for Observers & Teams Waiting to Compete		Tech Bowl Questions	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies & Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Technology Bowl Level II

Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List

Conference Coordinator: Jim Siggaard	Moderator (1)
Event Consultant: Jerry Richardson	Timekeeper (1)
Equipment Coordinator:	Scorekeeper (1)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
2 @ 8' Tables and Chairs		Judge's Summary Sheets	
Table with Rostrum		Participant List to Post	
Elimination Grid on Whiteboard		Pencils, Dry Erase Markers, Whiteboard	
Electronic Answering System		Event Identification Sign	
P.A. System		Copy of Event Rules	
Seating for Observers		Modified Double Elimination Grid	
		Tech Bowl Questions	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Technology Problem Solving Level I	
Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Dave Heath	Timekeeper (1)
Equipment Coordinator:	Scorekeeper (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables		Judge's Score and Summary Sheets	
Chairs for students		Participant List to Post	
Tools (depending on problem)		Pencils	
Large Room		Event Identification Sign	
		Copy of Event Rules	
		Problem Materials	
		Problem Solving Criteria	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: Technology Problem Solving Level II

Event Date:	Event Type: X Team ☐ Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List

Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant: Dave Heath	Timekeeper (1)
Equipment Coordinator:	Scorekeeper (3)

Event List

Equipment List:	√	**Materials and Supplies List:**	√
8' Tables		Judge's Score and Summary Sheets	
Chairs for students		Participant List to Post	
Tools (depending on problem)		Pencils, Stopwatch	
Large Room		Event Identification Sign	
		Copy of Event Rules	
		Problem Materials	
		Problem Solving Criteria	

Time Line Check List

Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	

Conference Event Organizer

EVENT: (Fill in the Name of Event)	
Event Date:	Event Type: ☐ Team X Individual ☐ Both
Event Location:	
Event Start Time:	Event Stop Time:

Event People List	
Conference Coordinator: Jim Siggaard	Event Judge (1)
Event Consultant:	Event Judge (2)
Equipment Coordinator:	Event Judge (3)

Event List			
Equipment List:	√	**Materials and Supplies List:**	√
		Judge's Score and Summary Sheets	
		Finalist Participant List to Post	
		Pencils	
		Event Identification Sign	
		Copy of Event Rules	

Time Line Check List			
Month Before:	√	**Day of Event:**	√
Acquire Judge		Arrive 30 minutes early	
Call Judge and Go over Rules		Set up Room	
Secure Room		Check Equipment	
Secure Equipment		Review Rules	
Secure Supplies and Materials		Post Event Identification Sign	
Week Before:		**After Event:**	
Confirm Judge		Judge completes Score Sheets	
Confirm Location		Judge returns Score Sheets to War Room	
Confirm Equipment, Supplies and Materials		Clean up room for next event and return supplies and materials to HQ	