



State Leadership Conference ADVISER ASSIGNMENT DESCRIPTIONS

DOORKEEPER – the purpose of this role is to coordinate the entry and exit of the students into and out of the event room.

Procedures:

- Always stand outside of the room.
- You may go to the holding area (if the event requires prep) to get the next team if no one is there. (This is a good thing to do as soon as the last team leaves.)
- For case study events (those with a prep), no audience is allowed for preliminaries or finals.
- If you have been notified before a scheduled event time that a team will be late due to sharing of equipment, allow the next team to perform. Do not penalize the team that is late for this reason.

TIMER – the purpose of this role is to time the event based on the specified time limits.

Procedures:

- Position yourself where students can easily see you.
- Stand up and hold up the **1 Minute Remaining** card when the students have one minute remaining.
- Stand up and hold up the **Time Is Up** card after all of the time has expired.
- Do not stop the competitors from presenting if time expires.
- Make sure the judges know if the competitors have gone over the time limit.

HOLDING ROOM – the purpose of this job is to get students settled prior to going to the prep room and then on to the judges for their presentation. You determine the overall flow of the event! 😊

- Call in the students for your event from the hallway.
- Check students in and have them sit in your assigned row.
- Check for any dress code violations. If there is a violation, the adviser can come and help correct the issue, but once the time comes for the student(s) to move to prep time, no further corrections can be made to the student's attire.
- At the assigned time, take the student(s) over to the prep room (next door).
- If a team is not present, feel free to call the next in line. Your goal is to keep competitors going into the prep room so the judges do not have a lag in presentations.

PREP ROOM – the purpose of this job is to monitor the students as they review the case study and prepare to see the judges.

Procedures:

- You will receive the case study materials from the Prep Room Coordinator.
- As the students enter, you will give the students two (2) index cards each and a copy of the case study.
- **They should not write on the case study**, nor should they take it from the room when they end.
- You will also keep time for each team. For the majority of the events, teams will have 20 minutes to prepare for the case study. If students finish early, they must remain in the room for the full 20 minutes or until the doorkeeper comes to get the next team.