

DUTIES OF EVENT MANAGER for INDIVIDUAL ORAL, TEAM ORALS AND PRINCIPLES ORALS

Friday, February 9th, 2024

Reporting to: <ul style="list-style-type: none"> A Board Member Managing: <ul style="list-style-type: none"> Category type 	Category Team <ul style="list-style-type: none"> Series Director Administrator, Caller, Timer
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Individual Orals Manager	Grand Ballroom (lower level)	Ritsa	Koutsouvanos	Marc Garneau CI
Individual Orals Manager	Grand Ballroom (lower level)	Mike	Stephens	Crescent School
Individual/Team Orals Judge Registration Manager	Sheraton Hall	Joanna	Torossian	Mary Ward CSS
Individual/Team Orals Judge Registration Manager	Sheraton Hall	Jordan	Hoffman	TanenbaumCHAT
Individual/Team Orals Judge Trainer	Sheraton Hall	Nerissa	Coronel	Ontario DECA
Principle Judge Registration Manager	City Hall Room (2nd floor)	Mandy	Toor	Ancaster HS
Principle Orals Judge Trainer	City Hall Room (2nd floor)	Nicole	Tryhorn	Ontario DECA
Principle Orals Manager	City Hall Room (2nd floor)	Greg	Gregoriou	Ontario DECA
Team Orals Manager	Osgoode Ballroom (lower level)	Christine	Ivey	White Oaks SS
Team Orals Manager	Osgoode Ballroom (lower level)	Christiana	Yannopoulos	Port Credit SS

Individual and Team Oral Events: train in [Sheraton Hall](#) to meet your Judges and category team; competitions in Grand Ballroom or Osgoode Ballroom.

Principle Oral Events: train in [City Hall Room](#) to meet your Judges and category team; actual competition is in Dominion Ballroom.

Written Events Judge Trainer and Manager	Birchwood Ballroom Mezzanine Level	Paola	Fiocco	North Park SS
Written Events Manager		Stella	Watson	Rick Hansen SS
Written Events Manager		Brenda	Pettifer	Centre Wellington DHS
Written Events Manager		Anne Marie	Blazina	North Park SS

Written Events: train in [Birchwood Ballroom](#) to meet your Judges and category team; actual competition is on the Mezzanine Level. Ballroom.

Event Managers have the DECA experience and the know how to understand all the moving parts of running an event. As the Event Manager, you will be responsible for ensuring everything is running smoothly and will be prepared to take on any role that may not be left vacant due to last minute cancellations or no-shows (both judge and advisor).

Order of Duties:

1. Ensure that all members of the team understand their roles
2. START on time!
3. If anyone is missing, then be prepared to jump in and assist where needed
4. You will step in for absent Judges and/or Series Directors, Timers, Callers, etc.

We need to have a plan B in place... and you are my plan B... you have the experience and the DECA-know-how to get it done!

TEAM ORALS: CRUCIAL that the double prep starts without a hitch!