

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

Friday, February 7th, 2020

Reporting to: <ul style="list-style-type: none">the EVENT MANAGER of your event/category Managing: <ul style="list-style-type: none">1 event/category with 9 or 10 Judges	Category Team <ul style="list-style-type: none">ManagerSeries DirectorAdministrator, Caller, Timer
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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.

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!

Student(s) are inappropriately dressed!? Not in business attire!?

Complete an [INFRACTION FORM](#). Do not do this in front of the student or before they go into competition. Get the necessary signatures to confirm dress code infraction and then hand it in when your team hands in the scantrons.

i.e. NO tie, skirt was too short, wore running shoes, wore black jeans, etc.

Individual Orals Manager	Grand Ballroom	Michele	Axelrod
Individual Orals Manager	Grand Ballroom	Susan	Rhee-Schofield
Principle Orals Manager	City Hall Room (2 nd floor)	Joanna	Torossian
Principle Orals Manager	City Hall Room (2 nd floor)	Sherri	Dickie
Team Orals Manager	Grand Ballroom	Jordan	Hoffman
Written Events Manager	Birchwood Ballroom (Mezzanine Level)	Paola	Fiocco
Written Events Manager	Birchwood Ballroom (Mezzanine Level)	Vicki	Moore
Leadership Manager	Civic Ballroom (2 nd floor)	Kim	Alexander