Reporting to:	Category Team
▪ A Board Member	▪ Series Director
Managing:	▪ Administrator, Caller, Timer
▪ Category type	

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: 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!

If a student is to see JUDGE 2, THAT is the ONLY Judge they can go to. If there is a NO SHOW, then only a SECTION 2 student can be moved into the slot.

Black Bucket of Materials include the following:

1. TWO copies of all the students in the categories listed in TIME ORDER
2. Half page CALL sheets to be used by CALLER outside in the foyer with a clipboard; Caller does not need names list (sheets found in ADMINISTRATOR hanging file)
3. MUST stick to the sections.

Administrator toolkit:

- ONE calculator
- ONE eraser
- ONE RED pen (to be used for **proofing addition** and **initialing scantrons**)
- ONE highlighter to flag any scantrons for Tabulation

HIGHLIGHTER is to be used if there is an issue in the event:

HIGHLIGHT THE DECA LOGO and put the scantron **ON TOP** the scantrons. i.e. if only ONE student in a team showed up or if in a Written event, there were supposed to be THREE presenters but only TWO showed.

CLEARLY mark WHO did not show and HIGHLIGHT THE DECA LOGO!