

EVENT SUPERVISOR PACKET

CHECKLIST & ITEM DESCRIPTIONS

A A

___ **Checklist** *Copies: One/Packet* ___ **Program** *Copies: One/Packet/Supervisor*

___ **Campus Map** *Copies: One/Packet/Supervisor* ___ **Name/Event Badge** *Copies: One/Packet/Supervisor*

B B

___ **Gift Basket** - *Thank you for helping with Science Decathlon*
Copies: One/Event Supervisor

___ **Scoring Directions** - *Details about the scoring process. Being thorough with scoring makes an incredible difference in the flow of tournament. Copies: One/Packet*

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___ **Score Sheets** - *Please fill the Score Sheets out completely using good penmanship. This is the form used to announce the individual scores for each event. Having full student name(s), school names & associated team colors and/or numbers helps differentiate if there is confusion. Please include this on the TOP of your scoring materials as you turn them in to the Score Room. Copies: One/Packet - Match color for Division*

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___ **Sample Event Sheets** - *This is provided so you are familiar with the form EVERY participating team should use as a ticket into your event. Copies: Two/Packet - Match color for Division; Provide one sample for each Division*

___ **Event Rules-** *Current rule are provided for review. Copies: One/Packet*

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___ **Arbitration Form** - *These are provided for you to review and become familiar with. Also, if a coach or anyone else does come to you with a problem, feel free to give them an Arbitration Form and have them take their problem elsewhere. Arbitrators are in the Score Room. Two/Packet*

___ **Lunch Tickets** - *Please check at Check-In table for lunch options*

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___ **Supe-In-A-Box** - *Outlines Event Supervisor responsibilities. 2/Packet*

___ **Schedule** - *Provides details of times/rooms for events. Two/Packet*

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___ **Event Contract** - *Only for the building events. Two/Packet*

___ **Surveys** - *Voluntary. If you are interested, please fill out a survey and return this to the Check-In table after you have turned in event materials to the score room. If you do complete a survey, "Thanks!" in advance.*

Two/Packet

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