



ROOM CONSULTANTS—All Events

Prior to STAR Events

- Read the rules and the management manual section for your event thoroughly.
- Bring a calculator to STAR Events for totaling rating sheets.

At STAR Events

- PORTFOLIO EVENTS:** Collect and review the participant's portfolios. Carefully paper clip the completed point summary form to the front of the rubric. Do not staple or damage the evaluation forms in any way
- DISPLAY EVENTS:** Check event guidelines for display set-up time. Time the participant set-up. **Other persons may not assist with set-up.** When their competition is completed, participants must take down display. **Participants may have others assist with take down.**

ALL EVENTS:

- Assist with participant registration/orientation if needed.
- Attend facilitators meeting to review specific responsibilities.
- Prior to the event, check your room set-up.
- Complete the point summary form **with the adult Lead Consultant.**
- Check off participant names on time schedule when they present.
- Encourage evaluators to make constructive **and** thorough comments on rating sheets.
- Allow evaluators time to write comments and discuss the entry among themselves.
- Keep evaluators on schedule and check for missing scores on rating sheets.
- Total points on rubrics and point summary forms, and indicate final rating. Show evaluators final ratings for each participant and **have evaluator sign their rating sheet and initial the point summary form.** If ratings are not consistent, remind evaluators that we ask that evaluation teams be within a 10-point range. **Double check that evaluators added their numbers correctly.**
- Give rubrics and Point Summary Form to clerk so he/she can create a complete a Tally Sheet and second copy of the Point Summary Form for each entry.
- Give evaluators the next portfolio to review once the participant is out of the room.
- Collect and return supplies to the lead consultant.
- Thank evaluators at the end of the event.
- Do not discuss ratings with anyone prior to Recognition Session.

(adapted from National FCCLA Management Manual, 2015)