

LEAD CONSULTANT – All Events



The day of STAR Events:

- Attend Lead Consultants Information Meeting and Participant Orientation Sign In.**
- Take your “event box” and clipboard to participant sign-in and then to your assigned room.** Sign in sheets are in your file along with all the sheets you will need for your competition.
- At sign-in, make necessary corrections** on the sign-in page. Return the sign-in form to the STAR Events office – we will make corrections to the certificates and database.
 - Hand out Participant ribbons**
- At your event location:**
 - Hang event names and numbers** in places that are easily seen **if not already hung.**
 - Organize facilitators and evaluators.** You **should have** a Room Consultant, Timer and Clerk. You may also have a Monitor and a Security person. Some events have more than one section/room for competition. Be sure all facilitators for all your rooms are there. If you are short team members, send someone to the STAR Events desk, outside the STAR Events office to let them know what positions need to be filled.
 - Review each person’s Job Description** with them. Have them check their file folders.
- Train evaluators on overall evaluation first, then specific training tips.
 - Room consultant** measures display and checks files, portfolios (electronic/hardcopy) and manuals, making sure event criteria has been met. **You need to help them** fill out the **Point Summary Form.**
 - Clerk** makes a **2nd copy of the Point Summary Form** for state files and completes the Tally Sheet
- Files go to the Room Consultant then to the Clerk as soon as the evaluation is complete. Have the files ready to return to the STAR Events office when completed.**
 - Evaluate and approve Point Summary Sheet and Composite Rating Forms.** Check them over and get all necessary initials prior to sending results to the STAR Event office.
 - You are the **final addition check** for the scores. You **MUST double-check ALL addition and averages**
 - Results should not be held until all are finished. You can bring results to the STAR Event Office – **DO NOT LEAVE YOUR RESULTS LAYING OUTSIDE THE STAR EVENT OFFICE.**
- Make sure that comments are written on all evaluator’s forms.**
- Respond to questions from team members or evaluators.**
- Cell Phones:** Timer can use their phone for a timer **ONLY.** All other phones should be silenced and **NOT** with evaluators at table
- You must have Evaluator and Lead Consultant initials** on all Rubrics & Point Summary sheets
- You must turn in the TIE BREAKER INTENT FORM** to the STAR Events Office along with your box and other materials.
- You must have a clear 1st, 2nd and 3rd place** winner before your evaluators leave.
- Insure that students feel as though they have been treated fairly.**