



## SECURITY – All Events

### Prior to STAR Events

- Read the rules for your event thoroughly.

### At STAR Events

- Control entry and exit from the competition room.
- Do not allow anyone to enter the competition room during a presentation.
- Ask individuals outside the competition room to remain quiet.
- Keep the door open during entry times and closed during presentations. The room consultant will let you know when people may move in and out of the room.
- Get any materials needed from the Lead Consultant for the Evaluators prior to each presentation (file folders, etc.)
- Bring STAR Event participants in when it is time for their set up/competition. At the end of the presentation, take the presenters out of the room. Bring them back in for feedback when the evaluators are ready.
- Serve as runner for the Lead Consultant
- Run errands to the STAR Event office (examples: deliver list of names of facilitators who did not show up for their jobs).
- Find the STAR Events Coordinator to assist with event questions.
- Help the lead consultant check the room and return materials and equipment to the STAR Events office.