

2018 STATE STAR EVENTS INSTRUCTIONS

Lead Consultants, Adult Room Consultants and Youth Room Consultants

Important Information to Read Prior to Coming to State Conference

EVERYONE — Items to bring with you to State STAR Events

- Calculator
- Watch with second hand or stopwatch (cell phones are acceptable timers when used responsibly)
- Pencils with erasers
- All materials that have been mailed to you

Items that will be provided for each event

- Supply kits (tape, post its, etc.)
- Specific Event Materials (case studies, menus, dictionaries, etc.)
- Scoring Rubrics for Evaluators
- All materials needed to run the events as stated in the STAR Events manual

Youth Room Consultants

- Meet with the lead consultant on **Sunday, March 11th at 4:45 p.m.** in Northwinds/Suite G at Tan-Tar-A Resort.
- Arrive at your event on Monday, March 12 no later than 7:30 a.m. or at the time specified by your lead consultant.
- If the competition is in a different room than Northwinds/Suite G, post the participant schedule/sign outside of the room.
- Be on the “lookout” for evaluators near your room, greet them and take them to their room for orientation
- Serve as a gatekeeper for the events and to monitor spectators. Please note: spectators are NOT allowed. Exception: Media Team is allowed to take pictures
- Escort each participant/team to the designated presentation area.
- If your event has a case study or similar requirement escort the participant to the designated area and serve as the timekeeper.
- Serve as a timekeeper for the event. Write down the time a presentation begins and the time it ends.
- Collect evaluation sheets at the end of each presentation, check that all lines have been completed, and give to adult room consultant
- DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO THE RECOGNITION SESSION

Adult Room Consultants

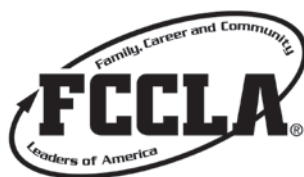
- Meet with the lead consultant on **Sunday, March 11th at 4:45 p.m.** in Northwinds/Suite G at Tan-Tar-A Resort.
- Arrive at your event on Monday, March 12 no later than 7:30 a.m. or at the time specified by your lead consultant.
- Double check the evaluator envelopes to insure all scoring rubrics are arranged in order of participation.
- Check off participants’ names from time schedule as they prepare to give presentation.
- See that evaluators have time to confer among themselves in private before sharing their comments with participants
- See that evaluators make comments on scoring rubrics. **Make sure that Junior Events do not score lower than 60 points. Remind evaluators to stay within a 10 point range of each other.**
- Total points on evaluation sheets, indicate rating, show evaluators final rating for each participant, and have them initial each scoring rubric for verification. Show evaluators the tally sheet to verify state winner and the top Gold winners advancing to national competition.
- Thank evaluators at the end of the session.
- DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO THE RECOGNITION SESSION – please repeat this several times to everyone involved in your event.
- On Tuesday, assist with the STAR Events Recognition Session in the Grand Ballroom. Event participants will be assigned seats in the front sections of the Grand Ballroom. Make sure all participants are there, and that they are seated in the correct section.

Lead Consultants

- Meet with State Adviser on **Sunday, March 11th at 3:30 p.m.** in Northwinds/Suite G at Tan-Tar-A Resort. You will receive all of the event materials at that time.
- Meet with all room consultants to review their responsibilities and to discuss policies and procedures on Sunday at 4:45 p.m.
- **DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO THE RECOGNITION SESSION**
- On Monday, meet with all evaluators for orientation from 7:45 – 8:00 a.m.
 - Distribute evaluator's envelopes.
 - Review event procedures.
 - Using the *STAR Events Manual* review each rule for the event, carefully noting specific requirements and ask for questions.
 - Explain each item on the scoring rubric thoroughly and ask for questions.
 - Time shortages should be dealt with in the scoring related to quality of presentation. This is up to the evaluators. Time overages will not happen as timekeepers will ask participants to stop at the maximum time limit.
 - Discuss rubric calculation procedures (junior events no lower than 60 points, no more than 10 pt spread between evaluators).
 - Remind evaluators to make comments verbally and on scoring rubrics – suggestions for improvement.
 - Explain to evaluators that more than one team can receive a "100" score (if performance warrants such a score). Tie breaker policies are used in case of a tie. Explain to them that removing points for placements (first, second, third) is not necessary and is difficult to explain to students. Encourage high scores if they are earned. Several teams could earn 100 points each if that is warranted.
 - Explain that only the top two gold team are permitted to advance to national leadership meeting. If suggestions could be made for the entry to be improved, have the evaluators take that into consideration. Some evaluators mistakenly believe that the top ranked team can proceed to nationals, regardless of score. The top ranked team(s) must have a gold rating to advance.
- Very specific or difficult questions can be directed to the STAR Events staff in Northwinds/Suite G or the STAR Events Headquarters in Redbud.
- Return **all** event supplies and signs to the STAR Events Coordinator (Northwinds/Suite G) or STAR Events Headquarters (Redbud).
- On Tuesday, during the Recognition Session, arrive early to help seat your group. Assist each group to the stage to receive their medal. Groups should proceed to the side of the stage as the previous group is finishing. Keep on time and task!
- Pictures can be taken in 60/61 after the Recognition Session. There are special signs they can use.

PLEASE DO NOT HESITATE TO ASK QUESTIONS ABOUT YOUR ROLE IN STAR EVENTS!

Thank you.



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STATE ASSOCIATION