ROOM CONSULTANT’S NEXT STEP

Thank you for agreeing to be a room consultant for the State STAR Events.

\_\_\_ 1. Attached is a list of # Evaluators for your assigned event, including an Advisor, Adult and Student. In addition, for your event, you will need 2 student assistants including a runner and timer.

\_\_\_ 2. Please make sure the evaluators have the current rules for the event(s).

\_\_\_ 3. Attend the Room Consultant Meeting on Sunday evening, from 8:30-9:00 PM in Salon D at the Marriott.

 \_\_\_ 1. Locate the room of your event

 \_\_\_ 2. Review the point deduction sheet

 \_\_\_ 3. Obtain Lunch and Snack Tickets and name badges

 \_\_\_ 4. Receive materials for STAR Event

 \_\_\_ 5. Receive last minute instructions for Room Consultants

\_\_\_ 4. Meet with evaluators, runner and timer on Monday morning, 7:00 AM, in the Corporate Hills Ballroom at the Wichita Marriott.

 \_\_\_ 1. Give the instructions to your group

 \_\_\_ 2. Check set-up of room for accuracy with event

\_\_\_ 5. Fulfill the duties of state STAR Event room consultant. If any questions arise, please send a runner to the tally room and someone from the STAR Event committee will answer your questions.

\_\_\_ 6. When your STAR Event is completed, bring the evaluators to the tally room along with the evaluation forms. Please return all supplies to the tally room (supply box, packets and name badges)

\_\_\_ 7. After the confirmation of the evaluations, you may dismiss your evaluators and present them with their thank you gift from the state.