

## SUGGESTIONS FROM PAST HOSTS

**Below are past host suggestions. Use as you feel to assist with your event. These items are not required but very helpful hints.**

1. Give certificates to all participants. Create something nice but simple on your computer.
2. Make a judge's packet for each judge. Envelopes that contain extra sets of rules, paper for contestants, judges score sheets. Everything the judges need!
3. Plan Ahead! Plan Early! Have Plenty of Help! Start early and contact local businesses for judges. Send Materials Early –Don't Wait Until Last Minute.
4. Assign each advisor in your Section to an event. These advisors can then serve as an event superintendent to oversee an event and answer questions judges may have. Assign each event to each participating advisor early and have them knowledgeable of rules, etc. And day of events have contestants report to them at your host site.
5. Remember to ask your fellow advisors for help. Contact the host from the previous year to get advice.
6. Use two-way radios. Give one to a responsible student at the registration table and the other to the advisor. This is a way the students could contact the advisor at anytime if a question arises.
7. Each school in the Section suggests to the host up to 3 judges for the event to help host locate enough judges. Have a couple back up judges if some don't show.
8. Make your own special thank yous for the judges. Provide each judge with a small gift as a thank you. This was presented the day of the contest so there was no "after the contest work." Another idea is to present flowers to judges as a thank you. There is no standard thank you gift provided to the district hosts. This is optional and can be determined by the host. Reimbursement is not provided by the state association because current funding is not available for gifts so consider donations, student made items or inexpensive gifts.
9. Print materials from the website and put in a three-ring binder and follow it. Everything is there that you need.
10. Have a checklist for each event. Checklists help make sure you have everything you need. Use the one provided in your host material.
11. Color code your report sheets so the judges notice them. I did that and all events except one came out with them signed and ready.
12. Organize forms by each event as a sub packet. Everything needed for Parli Pro, everything needed for Prepared, etc.
13. Have a person in the Creed Speaking room to follow the written Creed word for word and assist the judges. Sometimes judges are busy listening intently on the presentation and forget to follow the words that might be missed.
14. VERY IMPORTANT!! For the Employability Skills LDE, have all the contestants complete the job application at one time. Then have a separate set of judges score those application. Then pass the job application scores to the interview judges to add in for the final placing.
15. Hire someone to help – Get at least two other adults involved and helping. OR get your Alumni involved to be key assistants in hosting the contest.
17. Make sure that there is plenty of food and beverages available to both the judges and contestants. Don't forget the judges and contestants might like a quick snack between contests or before they leave.
18. Follow the information given to you by Cheryl Zimmerman, State FFA Executive Director. Everything is posted online, you just need to take the time to print the items and organize them to use in the proper contestants.