

## Atlanta Technical College Facilitator Guide (2017)

SkillsUSA Georgia Postsecondary continues to strive to obtain only technical chairpersons and judges from the business, industry, and the professional community to design and conduct the leadership, occupationally related, and skilled and technical sciences contests. The host college facilitators are instrumental in effectively implementing contest plans. These individuals must provide information to Championships leaders regarding possible business and industry supporters who can design contests, serve as technical chairpersons, and judges. They may also secure prizes from the business and industrial community. Facilitators will have a few tasks to do before the day of the contest and then primarily be available to assist the technical chairperson as necessary with any equipment or facility issues. The following is a tentative listing of a facilitator's tasks:

- Meet with the technical chairperson in person or via phone or email to discuss needed facility preparation. This would include roped off areas for spectators, identification of work stations and equipment needs, identification of needed materials, and place for the technical chairperson and judges to meet and total their scores. **NOTE: It is very important that any tools and equipment to be supplied by the contestant be identified if it is in addition to what is listed in the Technical Standards.**
- The day before the contests, prepare the facility by placing contest signs outside the contest area, identifying each work station with numbers, arranging tools, equipment, and materials for each station, and roping off area so spectators can observe contestants in action. In addition, prepare a room for the orientation of contestants the morning of the contest.
- On the morning of the Championships for **Skilled and Technical Sciences** contests including First Aid, CPR, meet with the technical chairperson and judges (technical committee) at the general orientation meeting (8:00 am) and then escort them to the contest location.
- On the morning of the Championships for **Leadership and Occupationally Related contests (except First Aid/CPR)**, meet with the technical chairperson and judges (technical committee) at the general orientation meeting (10:00 am) and then escort them to the contest location.
- Assist the technical chairperson as needed and be available to talk with the spectators to make them feel welcome to Atlanta Technical College.
- Obtain refreshments for Technical Chairperson and Judges during contest if asked.
- Following the contest, provide a room with computer/calculators for the technical chairperson and judges to tally scores. **NOTE: Try to have a computer that has Excel loaded so technical chairperson can enter judges' scores.** An option is to send the technical chairpersons and judges to the designated contest work room.
- Remind technical chairpersons that all contest materials including badges must be returned to the **contest materials receiving** room.
- Escort the technical chairperson to the contest results receiving room so that contests materials and results can be turned in. Remind the technical chairperson and judges that they are not to leave until the technical chairperson returns from the contest results receiving room in case further action is needed to ensure results are complete.
- Contestants should be asked to help clean the contest area to return the facility to its original state. This activity must be closely supervised.
- Secure the contest area after checking to be sure everyone has left and nothing was left behind such as tools or clothing.
- Take down and turn in all contest signs to the materials receiving room (205)