

Regional Director's Checklist

IDEA Annual Drafting-Design Competition

I. Advertise drafting competition

- A. Create/update a list of high school drafting/CAD teachers in your college district.
- B. Send letter of invitation to high school teachers with regional competition information: date, time schedule, location, rules, paper sizes for problems, entry form, map of college site, hardware/software available, parking permits and poster.
- C. Place the event on department & college calendars.

II. Develop drafting-design competition program

- A. Welcome and introduction of college staff
- B. Schedule for the day
- C. Map of facilities with room locations
- D. Tours, demonstrations and/or presentations
- E. Awards ceremony

III. Acquire judges, proctors, presenters, demonstrators, facilitator and tour guides

- A. Faculty judges – ONE (1) per division recommended (judge could proctor another division)
- B. Industry judges - ONE (1) per division recommended (judge could proctor another division)
- C. Faculty or Student proctors – ONE (1) per division recommended with 1 additional to fill in while a proctor takes a break
- D. Alternate judges and proctors – (someone always gets sick or has to cancel!)
- E. Faculty presenter(s) - ONE (1) 60 minute presentation on animation, 3D modeling, robotics, etc.
- F. Industry presenter(s) - ONE (1) 60 minute presentation on their products, employment opportunities, training and new technologies
- G. Teacher meeting facilitator – ONE (1) departmental member or administrator or a teachers from your region to run the meeting so the regional director can check for problems in testing rooms
- H. Faculty or Student tour guide(s) – ONE or TWO depending on number of participants to showcase college programs and facilities

IV. Procure prizes (1st place plaques will be provided by IDEA for each division)

- A. School book store – hats, t-shirts, posters, promotional items
- B. Vendors – textbooks, drafting tools, software and equipment
- C. Industry donations – any of the above plus gift certificates
- D. Scholarships – tuition or flat amount

V. Reserve rooms for competition

- A. One room for registration and welcoming contestants and teachers
- B. One to two rooms for board drawing divisions (depends on number of contestants)
- C. One to three rooms for CAD drawing divisions (depends on number of contestants)**
- D. **Verify that you are able to handle the computer requirements of those divisions requiring computers and determine if these divisions need to be run in “shifts.”**
- E. One room for teacher meeting (distribute answer packets, state competition packets, articulation/dual credit and college program information and to share what they are doing in their programs)
- F. One for luncheon or arrange for space in school cafeteria
- G. One for judging of board drawings and booklet test answer sheets
- H. One for judging of CAD drawings if files are printed or plotted
- I. One for afternoon presentations
- J. One for awards ceremony

VI. Two or three weeks before the day of the competition

- A. Create directional signs for entrances
- B. Arrange for early morning refreshments for contestants, teachers and helpers
- C. Arrange for refreshments for teacher meeting
- D. Check luncheon arrangements – prepare meal tickets if necessary
- E. Check availability and sizes of drawing sheets for hand drawing competition
- F. Check printing/plotting capabilities, paper sizes available and location of extra print cartridges or plotting pens
- G. Check shipment of 1st place plaques for errors and/or defects (can be replaced with two weeks notice)
- H. Check registration forms as they are received from teachers as some teachers have sent all copies of forms with checks to Regional Directors in the past
- I. Check number of entries received from teachers with list received from Competition Director and report discrepancies immediately to Competition Director
- J. Check number of Teacher & Student Certificates with list received from Competition Director – extra Teacher & Student Certificates will be included in the package for misspellings or substitutes
- K. Duplicate Regional Competition Problems (provided by IDEA) – one for each student registered plus one for each teacher plus a couple extras just in case someone's registration gets mishandled – NOTE: students and teachers may keep competition problems.
- L. Announce or make known to teachers that they may access copies of the competition problems at our website – www.idea-online.org – following the competition.
- M. Assemble teacher packet – recommended contents: copy of their original registration form with student registration numbers, teacher's certificate, all student certificates, problems and solutions plus college/department information
- N. Assemble student packets – registration form and appropriate drawing scoring sheet
- O. Meet with proctors and judges to review schedule, testing and evaluation process - schedule proctors to be in testing rooms before students arrive to setup hand drawing equipment or select CAD workstation – IMPORTANT - have proctors do a roll call of contestants to make sure they are in the right place before starting the competition
- P. Verify college personnel availability for welcoming session
- Q. Verify working status of CAD workstations and software – (DAY BEFORE is best!)

VII. Day of Competition

- A. Post competition directional signs from entrances
- B. Setup registration table – verify number of entries, identify any substitutions and handout teacher packet
- C. Distribute problems and student packets to testing rooms – proctor should be in room
- D. Welcome and introduce college/department personnel
- E. Review competition and day's schedule – highlight afternoon programs
- F. Meet with teachers during competition to welcome them and see who chaperones their students – make sure teacher packets have been distributed
- G. Check in briefly with each testing room proctor – perhaps set up a cell-phone directory ahead of time if proctors have cell phones they could bring.
- H. Monitor collection of competition drawings, scoring sheets and registration forms at the end of each division competition.
- I. Meet with judges over lunch to review process
- J. Check in with judges to determine time of completion
- K. Check in with presenters to determine degree of participation and appropriateness of presentation
- L. DOUBLE CHECK WINNERS SCORES
- M. Set up for awards ceremony – plaques, prizes, etc.
- N. Conduct awards ceremony – remind 1st & 2nd place winners that they must be registered before competing at the State Competition