

# 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. JUST A THOUGHT: IN THE PAST, EMAIL HAS NOT ALWAYS BEEN 100% RELIABLE AS A COMMUNICATION TOOL – USE OTHER CONFIRMATION TECHNIQUES AS WELL.
- 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 (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place medals 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 any 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 medals for errors and/or defects (can be replaced with two weeks notice)
- H. **NEW SINCE 2015 – A GOOGLE SPREADSHEET OF ENROLLED CONTESTANTS IS COMPILED BY THE FINANCIAL DIRECTOR AND POSTED IN A SHARED FOLDER –**  
*(Note: Some registration forms may be emailed to you from teachers who haven't read the new instructions carefully. File these, but be prepared to get the master list from a shared folder.)*
- I. A file of Regional Competition Problems will be made available to you by mid-February – Create a copy for each student registered plus one for each teacher plus a couple extras just in case someone's registration gets mishandled. Provide judges with a copy of the problem and solution as early as feasible so they are prepared to judge in a timely fashion.  
*(Note: Students and teachers may keep competition problems after the event).*
- J. Announce or make known to teachers that they may also access copies of the competition problems and solutions at our website – [www.idea-online.org](http://www.idea-online.org) – following the competition.
- K. Assemble teacher packet – possible contents: copy of their original registration form with student registration numbers, teacher's certificate, all student certificates, plus college/department information.
- L. Be prepared to issue students their registration form, appropriate drawing scoring sheet, drawings, and other certificates you may want to issue.
- M. 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.
- N. Verify college personnel availability for welcoming session.
- O. 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 – medals, prizes, etc.
- N. Conduct awards ceremony – remind 1<sup>st</sup> & 2<sup>nd</sup> place winners that their instructor should submit the **State Competition RSVP Form** to verify attendance at the state competition, which helps greatly with planning, although you also will be sending in a form (see below).

## VIII. After the Competition

Submit your **Regional Competition Qualifiers Form** – (*An XLS file or complete Google Form*) to the state competition director. This form enables us to verify the accuracy of individual teachers' RSVP forms.