

## HINTS ON HOSTING A SUCCESSFUL DLC

NOTE: Please use this as a guide. If you have any notes to share, please send to state office.

- I. Hold Fall Planning Meeting
  - A. Schedule early in September
  - B. Notify State Office of Contest Date
  - C. Select early contest date in order to get all necessary papers into the State FBLA Office
  - D. Try to arrange something fun for members attending--guest speaker, volleyball, D.J., etc.
  - E. Provide snacks for advisers/officers/members
  
- II. Early December
  - A. Mail District Entry Forms to Schools with Tentative Event Schedule
    1. Have them in time to fill out order test form--(be firm about return date)
  - B. When schools send info back
    1. District Lead Chapter Checklist and Scantron order due January 15
    2. Roster--Keep copy for yourself—have other schools in your district send you a copy.
    3. Schedule of Interviews/Speeches/ Tests
  
- III. Obtain Judges in **December-January**
  - A. Send letter out to business people/parents, etc. of FBLA members to obtain judges/graders
  - B. Use 2-3 judges for each event (3 is preferred)
  - C. Use 1-2 supervisors for each event
    1. Accounting II
    2. American Enterprise Project\*
    3. Annual Business Report\*
    4. Business Ethics
    5. Business Financial Plan
    6. Business Plan Project
    7. Business Presentation
    8. Community Service Project\*
    9. Computer Applications
    10. Database Application and Design
    11. Desktop Publishing
    12. Digital Video Production\*\*
    13. E-Business
    14. Electronic Career Portfolio
    15. Emerging Business Issues
    16. Entrepreneurship
    17. Global Business
    18. Impromptu Speaking
    19. Job Interview
    20. Management Decision Making
    21. Mr. FBL
    22. Ms. FBL
    17. Parliamentary Procedure
    18. Partnership with Business
    19. Public Speaking I & II
    20. Spreadsheet Application and Design
    21. Website Development
    22. Word Processing I & II
    23. Any new or pilot events

### Notes:

\*Some districts may not judge American Enterprise Report, Annual Business Report, Partnership with Business, and Community Service Report

D. Timekeepers (see guidelines for each)

1. Business Ethics
2. Public Speaking
3. Impromptu Speaking
4. Parliamentary Procedure
5. Entrepreneurship

IV. Obtain Graders—early January

Find out what works in your district—some things will be graded by hand.

Suggestions: Find other people besides teachers and have someone coordinate the grading room.

A. Morning graders (about 10) 10:00-12:30

B. Afternoon graders (about 10) 12:30-2:30

(Business Plan Project, Business Presentation, Website Development, Computer Applications, Desktop Publishing, Digital Video Production, E-Business, Electronic Career Portfolio, Website Development, Word Processing I & II can all be judged before the district conference).

V. Need person to type certificates--**DO NOT TYPE NAMES ON CERTIFICATES UNTIL WINNERS HAVE BEEN CHECKED AND DOUBLE CHECKED.** Type all other information and have them signed before the contest date.

VI. If your district has a Traveling Trophy, you need person to figure Traveling Trophy points. It is best to use three people and always double check.

VII. Need person to run grading room. This person distributes the tests to the graders and **MAKES SURE SCORES ARE DOUBLE CHECKED.**

VIII. **NEED 2 PEOPLE TO CHECK SCORES AND TALLY UP WINNERS.**

IX. Assign someone to stuff individual folders for each school with rating sheets, etc.

X. Food

A. Students

1. Breakfast
2. Lunch
3. Snacks

B. Teachers, graders, judges, bus drivers

1. Breakfast
2. Lunch
3. Snacks

C. Miscellaneous

1. Napkins, plates, forks, cups

- XI. Early in January get booklets (programs) for contest.
  - A. Cover page
  - B. FBLA Creed
  - C. Competitive Event Schedule
  - D. Building Layout
  - E. Outline of Competitive Events
  
- XII. After all schools send in information or complete the registration process online
  - A. Send out letter confirming contest events at least 10 days before  
Include:
    - 1. Competitive Event Schedule
    - 2. Roster of Students
    - 3. Schedule of Interviews/Speeches
  
- XIII. Make up event sheets
  - A. Include name of contestant and school
  - B. Need 4 copies
    - 1. Master Copy
    - 2. Copy in each packet to supervisors & judges
    - 3. Copy in each folder in graders room
    - 4. Put up list by each door where room event is being held
  
- XIV. Press Release
  - A. Send out press release to newspaper, radio, TV about a week before contest
  
- XV. Packets ready for individual schools
  - A. Put school name and adviser on front
  - B. Inside packets
    - 1. Name tags—adviser, students
    - 2. Programs
    - 3. Interview/speech Schedule
  
- XVI. Make nametags for
  - A. Judges
  - B. Graders
  - C. Miscellaneous workers
  
- XVII. Get rooms ready the night before contest for each event
  - A. Have chairs outside door for monitor
  - B. Have a table for registration
    - 1. Use students to distribute packets
  - C. Outside door at each room
    - 1. Name of test and time of each contest
    - 2. Name of competitors
  - D. Make directional signs for hallways
  - E. Bleachers ready in gym for assembly
  - F. P.A. system ready

- G. Table for medals and trophies
  - H. Table for officers for business meeting
  - I. Table for reports
- XVIII. Two weeks before contest
- A. Copy & Check tests--make sure you have enough for all students.
  - B. Check answer keys.
  - C. Check grading machine & make sure it is working properly.
  - D. Speaking events—packet for judges and supervisors
    - 1. Include timekeeper script
    - 2. Copy of guidelines
    - 3. Copy of roster
    - 4. Stopwatches
- IXX. Be sure the supervisors of the events log the starting time on the roster sheet (not on the card). Then, log the time that each student turns in his/her test or number the tests.
- XX. Day after CONTEST
- A. Send in form with winners or complete the process online and send to State FBLA Office (Due 3 days after conference).
  - B. Clean out packets and destroy all tests and answer keys.
  - C. Type up minutes--secretary
  - D. Type letter to advisers
  - E. Type winners summary sheet or print out if using online system
  - F. Copy of test scores
  - G. Traveling trophy info sheet
  - H. Send back any resumes, ranking sheets, etc. to advisers (Do not give out any tests materials or hand back any skill event materials)
- XXI. Miscellaneous notes
- A. Check calculators to see how many you have and if they are working properly. Obtain more if needed. A list of tests that require calculators is on the next page.
  - B. Make sure you order medals and trophies early
  - C. Lay medals out on the table in the order of the program
  - D. Send out a press release to newspapers
  - E. Send out a thank you for those who helped--judges, graders, etc. (could put a thank you in the local paper)
  - F. Have your guidelines available--including a policy to break ties
  - G. GUARD YOUR BOX OF PACKETS--Teachers will start helping themselves and will mix up the packets, find out winners, etc.
  - H. Go through each packet the day before and double check--any problems you can eliminate will help
  - I. Keep copies of everything and keep a file that is passed on to the lead chapter each year
  - J. Hire janitor to watch rooms, lock building, clean up, etc.