

Captains Instructions

You should know which event you will be in charge of.

As a captain, you are in charge of supplies, set up, break down & bringing back all of the supplies to the check in table. We will have the list of supplies for your event. **You will be in charge of keeping the students in a straight line outside the classroom.** You will be there to assist the judges as needed. All of the events will have laminated judging sheets, that the judges will complete and hand to a data entry person.

If there is a problem with the wifi, then the help desk is in RC 271 or you can call 913-469-8500 X 4357. The day of the event you will be given a sheet with phone numbers to TEXT any of your issues to. There will be someone in charge of your building specifically.

When your event is finished

- Please send a student to the tabulation room to tell the tabulators the event is finished.
(room CC Welcome Center)
- Please have students help pick up supplies and put the room back as it was when you got there. Return the supplies to the check in desk area.
- Please return your packets and any supplies to the check in area.

Every event should have:

Supply list for your event

Blank Judge/Volunteer name tags

3 copies of entrants names

Room list & map of JCCC

Laminated copies of Judging Sheets

Judge's Instructions (for each judge)

Wifi instructions for judges

Timers if it's a timed event (this may be a cell phone)

Many of the judges will be using their own phones.

If you don't have a timer, then come back to the check in table and get a stopwatch.