

OHIO FCCLA LODGING SKILL EVENT



Meeting Event Set-Up

Name(s)	School
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INSTRUCTIONS TO EVALUATORS: Refer to the indicators in the left column to evaluate the entry. Circle the correct score then write the appropriate numerical rating in the "score" column. Comments should help participants identify their strengths and areas for improvement. Comments **must** be made on any score not reflecting an excellent score. Record total points on each page and then total points overall. Verify point total and sign.

Descriptor & Indicators	Scoring Guide	Score	Written Comments
SELF INTRODUCTION: <input type="checkbox"/> States name, school & job title <input type="checkbox"/> Maintains eye contact <input type="checkbox"/> Speaks clearly <input type="checkbox"/> Positive body language <input type="checkbox"/> Appropriate volume <input type="checkbox"/> Offers firm handshake	1 point for each indicator met Possible: 6		
PROFESSIONAL APPEARANCE: <input type="checkbox"/> Clean, pressed uniform <input type="checkbox"/> Light/no makeup <input type="checkbox"/> Uniform fits body <input type="checkbox"/> Clean, controlled hair <input type="checkbox"/> Clean, safe shoes <input type="checkbox"/> Clean, short, bare nails <input type="checkbox"/> No jewelry <input type="checkbox"/> Odorless body	1 point for each indicator met Possible: 8		
BEO SET-UP: TECHNIQUES – SAFETY & SANITATION <input type="checkbox"/> Tables are cleaned <input type="checkbox"/> Lifts safely (partners w/heavy items, lifts w/legs, etc.) <input type="checkbox"/> Equipment transported & handled safely <input type="checkbox"/> Linens do not touch floor <input type="checkbox"/> Hands remain sanitized <input type="checkbox"/> Linens handled with hands only <input type="checkbox"/> Tables & chairs locked open <input type="checkbox"/> Amenities handled sanitarily	1 point for each indicator met Possible: 8		
BEO SET-UP: TECHNIQUES - PROCEDURES <input type="checkbox"/> Strategize & assigns tasks <input type="checkbox"/> Tasks are assigned to maximize efficiency & safety <input type="checkbox"/> Clear & effective communication <input type="checkbox"/> Positive & pleasant communication <input type="checkbox"/> Appropriate volume for setting <input type="checkbox"/> Job area clean & organized as set-up progresses <input type="checkbox"/> Tables placed on 1 st attempt <input type="checkbox"/> Chairs placed on 1 st attempt <input type="checkbox"/> Tabletop amenities placed on 1 st attempt <input type="checkbox"/> Podium placed on 1 st attempt <input type="checkbox"/> A/V equipment checked for operation	1 point for each indicator met Possible: 11		
BEO SET-UP: PRODUCT <input type="checkbox"/> Exits clear and traffic flow maximized <input type="checkbox"/> Set up meets all specifications of BEO <input type="checkbox"/> Set up is symmetrical <input type="checkbox"/> Tables aligned using straight lines <input type="checkbox"/> Tablecloths placed w/even hang on 4 sides <input type="checkbox"/> Tablecloths wrinkle-free, spotless & in good repair (or notify judges) <input type="checkbox"/> Clips applied approx. 12" apart and surrounding corners <input type="checkbox"/> Skirts wrinkle-free, spotless & in good repair (or notify judges) <input type="checkbox"/> Skirts fitted tightly – no sagging <input type="checkbox"/> Skirts correct on first attempt <input type="checkbox"/> Skirts evenly edges top of table <input type="checkbox"/> Chairs are aligned using straight lines <input type="checkbox"/> Chairs are spaced evenly, allowing for comfort <input type="checkbox"/> A/V equipment positioned for usage & viewing <input type="checkbox"/> Amenities placed neatly, uniformly & practical for usage <input type="checkbox"/> Glasses & pitchers are spotless & in good repair (or notify judges)	1 point for each indicator met Possible: 16		
FOUNDATION QUESTIONS: <input type="checkbox"/> Correctly responds to 5 knowledge-based questions	1 point per correct response Possible: 5		
	Total Page 1		

<p>CHANGE OVER SET-UP: SAFETY & SANITATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lifts safely (partners w/heavy items, lifts w/legs, etc.) <input type="checkbox"/> Equipment transported & handled safely <input type="checkbox"/> Linens do not touch floor <input type="checkbox"/> Hands remain sanitized <input type="checkbox"/> Linens handled with hands only <input type="checkbox"/> Tables & chairs locked open <input type="checkbox"/> Amenities handled sanitarily 	<p>1 point for each indicator met</p> <p>Possible: 7</p>	
<p>CHANGE OVER SET-UP: TECHNIQUES - PROCEDURES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strategize & assigns tasks <input type="checkbox"/> Tasks are assigned to maximize efficiency & safety <input type="checkbox"/> Clear & effective communication <input type="checkbox"/> Positive & pleasant communication <input type="checkbox"/> Appropriate volume for setting <input type="checkbox"/> Job area clean & organized as set-up progresses <input type="checkbox"/> Tables placed on 1st attempt <input type="checkbox"/> Chairs placed on 1st attempt <input type="checkbox"/> Tabletop amenities placed on 1st attempt <input type="checkbox"/> Podium placed on 1st attempt <input type="checkbox"/> Demonstrate teamwork 	<p>1 point for each indicator met</p> <p>Possible: 11</p>	
<p>CHANGE OVER SET-UP: PRODUCT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exits clear and traffic flow maximized <input type="checkbox"/> Set up meets all specifications of BEO <input type="checkbox"/> Set up is symmetrical <input type="checkbox"/> Tables aligned using straight lines <input type="checkbox"/> Tablecloths placed w/even hang on 4 sides <input type="checkbox"/> Tablecloths wrinkle-free, spotless & in good repair (or notify judges) <input type="checkbox"/> Clips applied approx. 12" apart and surrounding corners <input type="checkbox"/> Skirts wrinkle-free, spotless & in good repair (or notify judges) <input type="checkbox"/> Skirts fitted tightly – no sagging <input type="checkbox"/> Skirts evenly edges top of table <input type="checkbox"/> Chairs are aligned using straight lines <input type="checkbox"/> Chairs are spaced evenly, allowing for comfort <input type="checkbox"/> Podium positioned for usage & viewing <input type="checkbox"/> Amenities placed neatly, uniformly & practical for usage <input type="checkbox"/> Glasses & pitchers are spotless & in good repair (or notify judges) 	<p>1 point for each indicator met</p> <p>Possible: 15</p>	
<p>APPLICATION QUESTIONS (Judges created questions, based upon observations)</p> <p>0 Fails to answer questions 2 Significant inequality in team members participation in answering questions 3 Team responses are mostly incomplete and/or incorrect 4 Team responses are mostly complete and mostly correct 5 Team equally gives complete and correct responses to all questions</p>	<p>Possible: 5</p>	
<p>BREAKDOWN</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rolls & stores skirting <input type="checkbox"/> Places clips in designated container <input type="checkbox"/> Folds linens and stores in original state <input type="checkbox"/> Folds, removes and stores tables to original state <input type="checkbox"/> Stores podium in original condition <input type="checkbox"/> Returns tabletop amenities to original state <input type="checkbox"/> Follows safety procedures throughout breakdown <input type="checkbox"/> Completes breakdown in 10 minutes 	<p>1 point for each indicator met</p> <p>Possible: 8</p>	

SCORES:

Page 1: _____ (54)
Page 2: _____ (46)

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TOTAL SCORE	<p>90-100 Gold</p> <p>70-89 Silver</p> <p>0-69 Bronze</p>
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<p>Evaluator's signature: _____</p>
<p>Chairperson verification of total score: _____ (please initial)</p>