

2026 ADVISER ASSIGNMENTS				INSTRUCTIONS
8:30 AM EVENTS	College of Business ROOM NUMBER	Facilitator	Time Keeper	
HEADQUARTERS ASSISTANTS	Backstage Classroom	Morgan Ruff-AR CTE Dept Zach Carter-Dardanelle Middle School High School District Officer #2		Meet in Headquarters at 8:30, if possible. Helping with headquarters, getting judges to rooms, organizing rubrics, etc.
HALLWAY MONITORS	College of Business Building Floor 1 Floor 2	Janay Tataum, JA Fair K-8 Ashlin Lippe, Alpena		College of Business—One person at the main entrance on first floor One person on 2 <sup>nd</sup> floor One person on 3 <sup>rd</sup> floor
	Floor 3	Michelle Martin, Mount Judea		Please make sure students are staying out of hallways that competitions are going on in. Make sure hallways are <b>quiet</b> . Help students that are lost!
Exploring Management & Entrepreneurship Prep	COB 311	Karlie Crawford, Mt Vernon-Enola	Melisa Wells--Pinnacle View	Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
Exploring Customer Service Prep	COB 311	Karen Shaddon-Dover Middle School		Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
Mr & Ms FBL Interviews	COB 103G	Amanda Young, Perryville Middle		Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
Exploring Customer Service Performance	COB 300	Clayton Johnston-White County Central Middle School	Abbie Henley--Bald Knob Middle School	Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
Exploring Business Issues	COB 209	Jennifer Petray--Rose Bud	Camille Murphree--Timbo	

<b>Exploring Management &amp; Entrepreneurship Performance</b>	COB 309	Emilee Holliman--Greenbrier	Roseanna McCall, Heber Springs Middle School	
<b>Exploring Public Speaking</b>	COB 207	Valerie Hooten--Lonoke	Klassic Harper, Horace Mann Magnet Middle	Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
<b>Career Research</b>	COB 200	Tina Sellers--Carl Stuart Middle	Phyllis Childs--Sylvan Hills Junior	Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
<b>Exploring Website Design</b>	COB 215	Celeste Smith--Shirley High School	Tony Varnell, Guy Perkins	Time Keeper—Meet your event facilitator in your designated room no later than 8:30 am.
<b>BACKSTAGE/WORKING WITH DISTRICT OFFICERS for 1<sup>st</sup> General Session</b>	Reynolds Auditorium	<b>Patti Passmore-Clinton Jr High</b> Hollie Wolfe—Pulaski Heights Middle School Devin Rodgers-Mountain Home Stephanie Rice-Cabot Freshman	<b>1st General Session--LEAD Adviser</b>	
<b>College of Business Lead Adviser</b>	College of Business Building	Haley Frakes--Sylvan Hills Middle School		If Advisers, Judges, etc have questions Mr Carter is the point of contact.
<b>College of Business Helpers</b>	College of Business Building	High School District Officer #1	High School District Officer #2	You will assist Zach Carter in anything needed for judges, students, and/or advisers that do not show to fill in. You will also pass out lunches to everyone in the College of Business Building.
<b>TALENT SHOW</b>	Reynolds Auditorium	Patti Passmore—Pulaski Heights Middle School Mary Smithey--Cabot South		Report backstage at 10:00 am
<b>When General Sessions are not going on please monitor students in Student Center</b>		<b>ALL OTHER ADVISERS &amp; CHAPERONES NOT LISTED ANYWHERE AT SO HELD BY</b>		If you see something that is not appropriate or becoming to our FBLA members, please take necessary precautions and then notify the appropriate adviser and me.

and Reynolds Auditorium.		<b>ANYWHERE ALSO HELP!!</b>		
<b>BACKSTAGE/WORKING WITH DISTRICT OFFICERS for 2<sup>nd</sup> General Session</b>		Patti Passmore-Clinton Jr High Hollie Wolfe—Pulaski Heights Middle School  Devin Rodgers-Mountain Home  Stephanie Rice-Cabot Freshman  High School Officers--ALL  <b>AND ALL INCOMING OFFICERS AND ADVISERS OF THOSE NEWLY ELECTED</b>		

It is very important that Advisers are on time and do their duties to make the Conference run smoothly and on time. We have a lot of new advisers, so I wanted to go over each of the duties. Attached is the Advisor work list.

Reminder--If you are working you will get a goodie bag and a boxed lunch will be provided for you at 11:00.

**Facilitator for an event:**

1. Be at the performance room by 8:15.
2. You will be checking the students in for your event and taking them inside the room for their event. Work together with the judges to coordinate the flow of competitors into Competition Rooms. Please keep events running on time!!!! If a student is not there, please move on to the next student who is present. Some students will be late because of bus issues, try to fit them back in when they arrive when you can.

3. Facilitator Folder, Judges' Binders, Judges Gifts, Adviser Gifts, will be in the performance room when you arrive. When finished, return the Facilitator Folder, Judges' Binders, to Conference Headquarters--Back Stage Conference Classroom.

4. Before the judges leave, make sure they do not have any ties in the system. Text me to verify scores are good before they leave. 479-886-2804

#### **Leads at College of Business**

1. You are there to help judges with anything needed, internet issues, issues with Blue Panda, etc. Also to answer questions from facilitators if they have any questions or concerns.
2. Boxed lunches will be delivered at 11:00 to the 2nd floor. Please deliver those to each room. All Judges and all workers (time keepers, facilitators) in each room get lunch. Deliver any
3. Let me know when an event finishes and is turned in to you.
4. All events need to be verified by me before judges leave to make sure there are not any ties in scores. Judges have to break ties in scores if there are any.

#### **Time Keeper**

Time Keeper—Meet your event facilitator in your designated room no later than 8:15 am.

1. You will be inside the performance room keeping time for your event. You will need a timer, you can use your phone. Turn off dings from texts and emails, so that only your timer will sound.
2. Please read the specific time limits for the event you are working. You will stand and stop students according to guidelines for the event you are working.

#### **Hallway Monitors**

Please make sure students are staying out of hallways that competitions are going on in. Make sure hallways are **quiet**. Help students that are lost!

#### **Headquarters Assistants**

1. To help organize awards and certificates.
2. Help with results as they are ending.
3. Help as needs arise during the day

#### **All other CO Advisors/Chaperones/Guests**

General Sessions at the conference. Please watch all kids even if they are not from your school for appropriate behavior. Also, it is very important that there is no food or drink in the All advisers, adult chaperons, etc. are on duty at all times. If you see something that is not appropriate or becoming to our FBLA members, please take necessary precautions and then