

2023 ADVISER ASSIGNMENTS			INSTRUCTIONS
9:00 AM EVENTS	College of Business ROOM NUMBER		
HEADQUARTERS ASSISTANTS	Backstage Classroom	Morgan Ruff-AR CTE Dept Amy Rust-Pottsville Susan Rollans-Pottsville Dorrie McCosh-Wonderview	Meet in Headquarters at 8:45, if possible. Helping with headquarters, getting judges to rooms, organizing rubrics, etc.
HALLWAY MONITORS	College of Business Building	Klassic Harper-Horace Mann Magnet Leigh Ann Raney-Conway Junior Zach Carter-Dardanelle Middle Rachel Whittenburg-Lonoke	College of Business—One person at the main entrance on first floor One person on 2 nd floor One person on 3 rd floor 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!
FBLA MISSION AND PLEDGE	COB 300	Facilitator—Candy Bennett—Heber Springs Middle School Time Keeper & Assistant—Janay Tatum-JA Fair K8 Prep	
CAREER RESEARCH	COB 103G	Facilitator—Danette Grant-Morrilton Time Keeper & Assistant— Gale Mize-Mountain Home Junior	
ELEVATOR SPEECH	COB 309	Facilitator—Laura Lawrence-Batesville Junior High Time Keeper—Melisa Wells-Pinnacle View Middle	Time Keeper—Meet your event facilitator in your designated room no later than 9:00 am.
MR & MS FBL INTERVIEWS	COB 209	Facilitator—Jamie McEwen-Perryville Assistant—Brandy George—	

		Dardanelle Middle School	
JOB INTERVIEW	COB 207	Facilitator—Jennifer Abels-Conway Jr High Assistant— Kathy Smith—Marshall High School	
PUBLIC SPEAKING	COB 200	Facilitator-Valerie Hooten, Lonoke Middle School Time Keeper-Sara Echlin—Rose Bud	Time Keeper—Meet your event facilitator in your designated room no later than 9:00 am.
MULTIMEDIA & WEBSITE DEVELOPMENT	COB 215	Facilitator—Hailey Ellzey-Greenbrier Junior High Time Keeper—Clayton Johnston-White County Central Middle School	Time Keeper—Meet your event facilitator in your designated room no later than 9:00 am.
BACKSTAGE/WORKING WITH DISTRICT OFFICERS for 1st General Session	Ida Waldron Auditorium	Patti Passmore-Clinton Jr High Megan Chronister—Dover Middle School Donna Acre-Guy-Perkins Sandon Williams—Pulaski Heights Middle School	
TALENT SHOW	Ida Waldron Auditorium	Megan Chronister-Dover Middle School Mary Smithey—Cabot Junior High South	Report backstage at 10:00 am

When General Sessions are not going on please monitor students in Student Center and Ida Waldron Auditorium.		Raydean Wheeler-Batesville Amy Youngblood—Cabot Junior High South Nancy Gibbons-Pinnacle View Middle Siobhan Osborne-Horace Mann Magnet	Please report to headquarters by 9:00 for miscellaneous assignments that pop up and will be needed throughout the morning. 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.
BACKSTAGE/WORKING WITH DISTRICT OFFICERS for 2nd General Session		Patti Passmore—Clinton Jr High Megan Chronister—Dover Middle School Dorrie McCosh-Wonderview Donna Acre-Guy-Perkins Sandon Williams-Pulaski Heights AND ALL INCOMING OFFICERS AND ADVISERS OF THOSE NEWLY ELECTED	

NOTE: If you cannot complete your duty, it is your responsibility to find someone to take your place or your school will be disqualified from ALL events.

Event Facilitators pick up Facilitator Folder, Judges' Binders, Judges Gifts, Adviser Gifts, and timers in College of Business Building bottom floor by 8:45 am. When finished, return Facilitator Folder, Judges' Binders, and timers to Headquarters (Backstage). You are in charge of the performance room and checking students in and out of the event competition room.

Advisers helping with performance events, when you arrive at the conference please pick up your registration packet take care of your students quickly. We need to ensure that all events are running as scheduled, in order to have the Awards Session start on time and to get finished in a timely fashion and buses back to school for the afternoon routes.

Since all written tests are completed on school site, only performance events will be completed at the district conference.

During the performance events, there will be a general session and activities for the students, as well as part of the Awards Ceremony where certificates for chapter events already completed will take place.

All advisers, adult chaperones, 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 notify the appropriate adviser and me.