

**2008 Montana DECA Career Development Conference
ADVISOR ASSIGNMENTS**

Name	Sun., 2:30 – 5:30 PM Colonial Hotel – 2 nd Floor Montana/Lewis/Clark/Governor	Sun., 5: 30 – 6:30 PM Colonial Hotel – State/Capitol/Judicial Rooms	Mon., 8:30 – 11:00 AM Colonial Hotel – State/Capitol/Judicial Rooms	Mon., 11:00 AM – 1:30 PM Colonial Hotel – State/Capitol/Judicial Rooms	Tues., 7:30 – 10:30 AM (Finals) Colonial Hotel – 2 nd Floor Montana/Lewis/Clark/Governor	Other
TBD		<u>CHECK-IN at 5:15 PM</u> Gen. Mktg. Exam	<u>CHECK-IN at 8:15 AM</u> Hosp Services Mgmt Team	<u>CHECK-IN at 10:45 AM</u> Apparel & Accessories Mktg	<u>CHECK-IN at 7:30 AM</u> Apparel & Accessories Mktg and Retail Merchandising	Awards Table Set-up, Tue. 10:30 AM
Conn, Karey	Judges Check-in	Deliver Final Written Projects	Judges Check-in		<u>CHECK-IN at 7:30 AM</u> Technical Sales	
Donisthorpe, Scott	<u>CHECK-IN at 1:45 PM</u> <u>Marketing Research Events</u> <ul style="list-style-type: none"> ▪ Busn & Fin Svcs Mktg ▪ General Mktg ▪ Hosp & Recreational Mktg ▪ Retail Mktg 		<u>CHECK-IN at 8:15 AM</u> Internet Mkt Mgmt Team	<u>CHECK-IN at 10:45 AM</u> Buying & Merch Mgmt Team	<u>CHECK-IN at 7:30 AM</u> Internet Mkt Mgmt Team and Buying & Merch Mgmt Team	
Farmer, Cindy		<u>CHECK-IN at 5:00 PM</u> Gen. Mktg. Exam (lead proctor)	<u>CHECK-IN at 8:15 AM</u> Quick Serve Restaurant	<u>CHECK-IN at 10:45 AM</u> Business Law & Ethics Mgmt Team	<u>CHECK-IN at 7:30 AM</u> Quick Serve Restaurant Mgmt and Business Law & Ethics Mgmt Team	
Robertson, Barb	<u>CHECK-IN at 1:45 PM</u> <u>Busn Mgmt & Entrep Events</u> <ul style="list-style-type: none"> ▪ International Bus. Plan ▪ Entrepreneurship Particip. Individual or Franchise 		<u>CHECK-IN at 8:15 AM</u> Hotel & Lodging Mgmt	<u>CHECK-IN at 10:45 AM</u> Accounting Applications	<u>CHECK-IN at 7:30 AM</u> Accounting Applications	
Hartman, Mark	<u>CHECK-IN at 1:45 PM</u> <u>Marketing Rep Events</u> <ul style="list-style-type: none"> ▪ Fashion Merch. Promo 		<u>CHECK-IN at 8:15 AM</u> Sports & Ent Mktg Mgmt Team	<u>CHECK-IN at 10:45 AM</u> Sports & Entertainment Mktg	<u>CHECK-IN at 7:30 AM</u> Sports & Ent Mktg Mgmt Team	DQB Co-Emcee, Sunday 6:00 PM
Hedstrom, Janie		<u>CHECK-IN at 5:15 PM</u> Gen. Mktg. Exam	<u>CHECK-IN at 8:15 AM</u> Restaurant & Food Svc Mgmt		<u>CHECK-IN at 7:30 AM</u> Restaurant & Food Svc Mgmt and Hosp Services Mgmt Team	Fashion Modeling Mon., 4:00-4:30 PM and 5:00-7:00 PM
Hoyer, Keith	<u>CHECK-IN at 1:45 PM</u> <u>Chapter Team Events</u> <ul style="list-style-type: none"> ▪ Comm. Svc. Project ▪ Creative Mktg ▪ Entrepreneurship Promo ▪ Learn & Earn ▪ Public Relations 		<u>CHECK-IN at 8:15 AM</u> Marketing Management	<u>CHECK-IN at 10:45 AM</u> Job Interview	<u>CHECK-IN at 7:30 AM</u> Marketing Management and Business Services Mktg	Awards Table Set-up, Tue. 10:30 AM
Rognrud, Gordie		<u>CHECK-IN at 5:15 PM</u> Gen. Mktg. Exam	<u>CHECK-IN at 8:15 AM</u> Fin. Analysis Mgmt Team	<u>CHECK-IN at 10:45 AM</u> Travel & Tourism Mktg Team	<u>CHECK-IN at 7:30 AM</u> Fin. Analysis Mgmt Team and Travel & Tourism Mktg Team	
Stukey, Dave	<u>CHECK-IN at 1:45 PM</u> <u>Busn Mgmt & Entre Evtg</u> <ul style="list-style-type: none"> ▪ Internet Mkt Business Plan ▪ Entrepreneur Written Sections 1 & 2 		<u>CHECK-IN at 8:15 AM</u> Food Marketing		<u>CHECK-IN at 7:30 AM</u> Food Marketing and Hotel & Lodging Mgmt	DQB set-up, Sunday 5:00 PM DQB Judge, Sunday 6:00 PM DQB (finals) Judge, Tues. 12:00 PM

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Roe, Nicki	<u>CHECK-IN at 1:45 PM</u> Advertising Campaign ▪ Sections 1 & 2			<u>CHECK-IN at 10:45 AM</u> Automotive Services Mktg	<u>CHECK-IN at 7:30 AM</u> Advertising Campaign and Automotive Services Mktg	Fashion Modeling Mon., 4:00-4:30 PM and 5:00-7:00 PM
Thennis, Stephanie	Judges Check-in	Deliver Final Written Projects	Judges Check-in		<u>CHECK-IN at 7:30 AM</u> Entrepreneurship Written	DQB Co-Emcee, Sunday 6:00 PM DQB (finals) Emcee, Tues. 12:00 PM
Zook, Sarah	<u>CHECK-IN at 1:45 PM</u> <u>Marketing Rep Events</u> ▪ Technical Sales Sections 1 & 2		<u>CHECK-IN at 8:15 AM</u> Retail Merchandising	<u>CHECK-IN at 10:45 AM</u> Business Services Mktg	<u>CHECK-IN at 7:30 AM</u> Sports & Entertainment Mktg	Awards Table Set-up, Tue. 10:30 AM

Fox, Holly	Advisor/Proctor Check-in DECA Headquarters Meadowlark Room	Advisor/Proctor Check-in DECA Headquarters Meadowlark Room	Advisor/Proctor Check-in DECA Headquarters Meadowlark Room	Advisor/Proctor Check-in DECA Headquarters Meadowlark Room	Advisor/Proctor Check-in DECA Headquarters Meadowlark Room	
Fiedler, Diana	DECA Headquarters Meadowlark Room	DECA Headquarters Meadowlark Room	DECA Headquarters Meadowlark Room	DECA Headquarters Meadowlark Room	DECA Headquarters Meadowlark Room	

POINTS TO REMEMBER WHEN PROCTORING:

- Judges have been requested to arrive at the Red Lion Colonial Hotel in the lobby at least 30 minutes prior to the event start. Karey Conn and Stephanie Thennis will be in the lobby at the Judges check-in table to greet judges. Please plan to meet you judges at that time to orient them to the event and format.
- On Sunday and Tuesday, students are to wait on the second floor of the Mezzanine (up the staircase) until called for role-play. On Monday, the student waiting room is the Judicial Room. If a student is not available because he/she is involved in another competition, please skip that person and call again at a later time. Delays in judging may cause a backup. Please work with students that are having scheduling conflicts. It may require asking the judge to stay a few minutes longer.
- When a team or individual checks in for his/her role-play or presentation, give each team/individual an evaluation form with the names of the contestants *neatly* written at the top. The team/individual will give this evaluation form to the judge for scoring. The judge will keep these evaluation sheets and return them to the proctor for ranking following the completion of the contest.
- Individual competitions with more than one section have designated role-play judges for each section; please make sure that the student goes to the correct judge when going to the second role-play. DO NOT MIX UP SECTIONS (example, Section 1/Role Play, Section 1 /Role Play 2 – Section 2/Role Play 1, Section 2/Role Play 2)
- FINALS: Finals role-plays are copied on colored paper. When a team/individual comes to prepare give them one copy of the role-play. After the preparation time is over, the team/individual MUST return the role-play copy (blue paper) to you. NO ONE IS TO LEAVE THE ROLE-PLAY AREA WITH A FINALS ROLE-PLAY!
- Please review your assigned events so that you will be familiar with the event requirements, purpose and format.