



ROOM MONITOR DUTIES

The Room Monitor is present to assist students, judges, and guests with any questions, concerns, and organization of the competition. The Room Monitor Roles consist of the following:

1. Welcome everyone, introduce yourself, and ask Judges & Timekeeper to introduce themselves.
2. Introduce each presenter with their business name and school.
 - Refer to “Room Assignments” document provided in your packet.
3. Monitoring the door, noise level, and commotion during each student presentation.
 - Please crack door in between presenters as guests may enter and leave during the 2.5 minutes when judges are scoring and writing feedback
 - **Keep door closed during each presenter**
 - Direct attendees to the restrooms and drinking fountains found on each floor of the School of Business
4. Assist students with switching the PowerPoints in between each presentation
 - Ensure judges are prepared for the next presenter
5. Tally up all judge scores after all presenters have finished. Use “Score Calculation” document provided in your packet. Please see example from the NFTE 2014 Youth Entrepreneurship Challenge

NFTE 2014 National Challenge - Timer/Tabulator form

ROOM NAME: _____

Tabulator: _____

QUARTER FINALS: Business Name	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	PRELIM Totals	FINAL SCORE
						0	
						0	
						0	
						0	
						0	
						0	
					TOTAL	0	0

6. During deliberation, assist judges in reviewing student presentations
 - Pull up student PowerPoints on the main screen if there is discussion around a particular slide
7. Write 1st, 2nd, and 3rd place winners on winner form for your specific room. Deliver winner form and Score Calculation sheet to Molly Crete.
8. Make sure to leave room door open, as it locks once closed.

THE PROCESS

- Welcome & Introduction from Room Monitor
- Introduction of Judges & Timekeeper
- The Entrepreneurs Present their plans
 - ❖ Entrepreneur greets judges, distributes materials & samples
 - ❖ Entrepreneur has 8.5 minutes to present his/her Business Plan (time begins when entrepreneur clicks to first slide)
 - ❖ Judges have 3.5 minutes for Q&A
 - ❖ Judges have 3 minutes to complete the judging form & write down constructive feedback & praise for the entrepreneur
 - ❖ Once judges are ready, next entrepreneur begins presentation
- After all presentations are complete, Judges have 30 minutes for debriefing and deliberation, assisted by Room Monitor and the Timekeeper.