

Host with the  
Most (Organized  
Event!)



## Attention All Attendees:

Thank you for registering your attendance for **EACH SESSION:**



[http://www.uiltexas.org/academics/  
capital-conference/online](http://www.uiltexas.org/academics/capital-conference/online)

In this session, we will walk you through hosting an organized and smooth-running event. We will talk about preparation for the event and day-of items to make your UIL competition run like clockwork.

Angel Bethke and Crystal Boyd, Eanes ISD.

# Rule number one:



# Breathe!

You can do this! People will help! It will all be OK!

# RULE NUMBER TWO:

Always  
Refer to rule number one!

# Who we are:



Angel is a Theatre teacher who digs music, tech, nerdy things, beaches and dogs!

Crystal is an English teacher who is remodeling her home herself, likes hanging out where her dog can go, and trying to figure out how to work her Alexa device.

# But really...



Crystal is an 18 year veteran. She has been a middle school English teacher at Hill Country MS in Eanes ISD for 10 years. She's coached UIL Listening Skills, Ready Writing, and Dictionary Skills (separately) for 12 years and been a Coordinator for 6 years. She has been the primary host once.



Angel is a 25 year veteran. She has been a Theatre teacher for 6, 7 & 8th grades at West Ridge MS in Eanes ISD for 20yrs. UIL Coach and Co-ordinator for 20yrs as a UIL Oral Reading coach and 17 as UIL Academics Coordinator. She has been the primary host twice.

She can not answer your OAP questions; she doesn't do OAP ; )

# Let's start at the very beginning...

## TIMELINE OF HOSTING A UIL ACADEMIC MEET

### SPRING (MAY) BEFORE YOUR HOST YEAR:

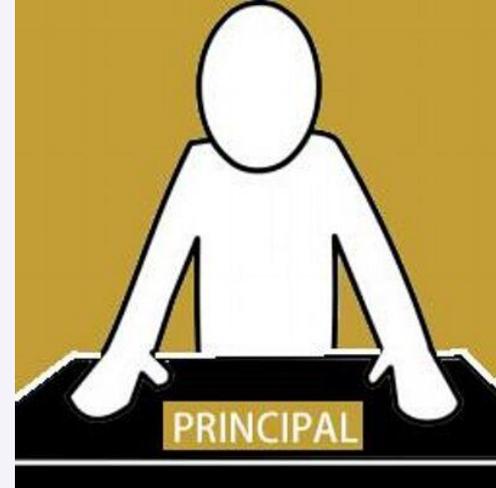
- Cohort Meeting - establish proposed dates - set up norms (we will meet again)
  - 5 yr timeline of hosting duties-
  - Who is up for the next 5 yrs
- Debrief this year's contest-not a "let me give you a critique" session
  - go over the good, bad, and the ugly (factually)
  - decide what to keep and what to fix
- Confirm dates
  - get administration approval from all schools (via email after meeting)
  - Send admin contract to your principal
    - to be signed (they are also responsible to help you have the best possible!
    - submitted back to group

It's a **HUGE** job and your admin needs to be present and help through the process!

# ADMIN FORM (contract)

List of Agreed upon norms for the cohort such as:

- Administration from every school should attend the competition at some point in the day (even when not hosting the competition.)
- Administration should set the expectation for all Teacher Coaches to be present for the full day of competition, participate in running the competition, grade the competition materials, and complete all other responsibilities that involve UIL Academics, including attending all coaching meetings and responding to emails from the Campus Coordinator. Hill Country uses a contract.
- Administration at the host school should encourage the whole staff to participate on the day of the competition, as the competition is largely volunteer based. This can be the difference between success and failure.
- Participating schools must send their Campus UIL Coordinator, or in case of emergency, another representative, to all UIL Academics Group Planning Session Meetings.
- [LINK](#) (lists requirements for hosts and Coordinators)



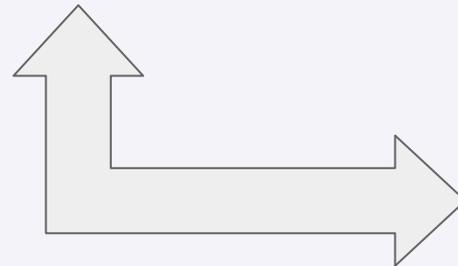
# TIMELINE OF HOSTING A UIL ACADEMIC MEET

August - Back to school week

-Register your District (CoHort) for the UIL Academic Meet before September 25.

(Always use FULL team counts for all schools, then you'll get enough materials)

<http://www.uiltexas.org/aplus>



## A+ CAMPUS REGISTRATION 2018-2019

Each A+ participating school must register with the UIL state office each year. A+ Handbooks will be emailed to registered schools beginning in August.

**REGISTER**

# What does that "full team" stuff mean?

For each event, you need:

7 schools, 3 contestants per teams, Music Memory is 5 contestants per team, 3 grade levels = needed materials

$7 \times 3 \times 3 = 63$  copies per event (21 per grade level)

Music Memory  $7 \times 5 \times 3 = 105$  for Music Memory

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

September:

	Jun 25 MON	Jun 26 TUE	Jun 28 THU	Jul 1 SUN	Jul 5 THU	Jul 10 TUE
Tom	✓	✓		✓	✓	✓
Paula	✓	✓	✓			✓
John	✓	✓	✓	✓		✓
Emma		✓				

- schedule a day/time/location for the Fall Coordinator's meeting for OCTOBER.
  - doodle.com, Google form, meetingmanager
  - can be handled by another cohort member

DELEGATE!

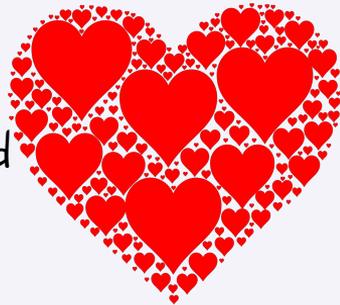
# TIMELINE OF HOSTING A UIL ACADEMIC MEET

Our Cohort has two dates for contest-

Weekday (Wednesday) Math and Writing events, Saturday ALL other events

Our Art is a juried art show with all 3 grade levels in Drawing, Painting, 3-D and Miscellaneous. It is run outside the contest but Art is judged and available to view on Saturday.

Why is this important? Because you are not alone! The "other" host can work with you to plan and execute the contest! Hence Angel and Crystal presenting together here today! Share the work, share the love!



# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## October:

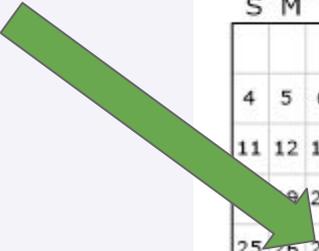
- Fall Coordinator's meeting
  - review expectations
  - concerns
  - meet details
    - set a FINAL date for the Spring Meet
    - Assign roles for scheduling
    - tShirts
    - Awards ordering

2018 - 2019

January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			

March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

print-a-calendar.com



## TIMELINE OF HOSTING A UIL ACADEMIC MEET

**November:** Begin creating online sign up (method that is sharable) for signing up volunteers for the event.

- Volunteers can include: staff members, UIL coaches, admin, parents, coaches from other schools, PTO/Booster club volunteers, NJHS kids, NHS kids from your feeder schools, PTO from other schools, the community; your possibilities are endless.
- [My Volunteer spot link](#)
- [Sign up genius](#)

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

**November: CON't**

Volunteer needs would include:

- Test administrators, monitors, Test graders, Art judges, Speaking event judges (9 of them)
- Contest Directors for individual contests (especially important for the speaking events)
- Check-in/Registration table , Help Desk, Common area supervisors
- Tabulation Room Manager and assistant,
- Awards creation and distribution
- Volunteers to help set up facilities the night before the event
- Hospitality for coaches/judges/adult volunteers, Student Concession Coordinator (\$\$\$ Maker for your program/School )
- \*FOOD TRUCKS!

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

(more) November - Secure plans for UIL T-shirt for the year.

- discussed at the fall meeting,
- Design/colors chosen,

This task can be handled by another member of the cohort.

Can be a \$\$ maker for your program!



# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## December:

- Assess the physical needs of the event
- make a plan with your admin about rooms you'll use.
- Begin creation of a map and spreadsheet for cohort planning. Need:
  - Common holding area for all students (typically, cafeteria)
  - A few "fun" spaces for the kids (open gym, movie room ,etc...)
  - Hospitality room for coaches, judges, volunteers, etc...
  - A space for grading (traditionally, this is the school library)
  - Verification room (coordinators only - to view tests before - tabulation)
  - Tabulation room (2 computers for tabulation managers to input data, should be near grading room)

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## (more for) December

- Awards assembly/distribution area
  - Post in common area (rolling slideshow) & send awards to home schools to have their own awards ceremony.
  - Testing room for all events. (have 1 extra for accommodated students)
- Holding rooms for speaking events. We suggest separate rooms and judges for speaking event/finals to avoid time conflicts.
  - 12 rooms per contest (3 holding, 9 competition)
- Parking for busses, adult volunteers, and visitors
- Registration area for schools to check in when they arrive
- Help Desk for parents and students to get answers.



# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## January:

- Contact food trucks or other food option
- for students on day of competition
  
- Push out your Volunteer needs to own campus
- and cohort campuses if more volunteers needed
  
- Order your school's shirts (each campus order's their own shirts.)
  
- Check packets sent by UIL, find CDs sent for competition and make sure they correct; begin sorting and copying. use BOXES!
  
- Schedule a ½ day for a site visit with the cohort to the Saturday Host School



## TIMELINE OF HOSTING A UIL ACADEMIC MEET

### February:

- Host a  $\frac{1}{2}$  day site visit at the Saturday Host School
  - answer any last minute questions
  - view the facilities
  - firm up all needed plans for the Academic Meet.
- Walking tour of rooms and spaces, provide map in advance and have extra copies.

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## March Madness - It's TIME!

- Verify food for hospitality room.
  - How will this food arrive on the day of the competition,
  - campus volunteer pickup or delivery?
  - Remember to arrange for a tip if it's delivered.
- Group pencils, red pens, post its, and other materials into sets for each test.
- Each classroom needs the desks to be arranged in columns and rows.
- Each classroom needs a clock for the students to see.
- Create and put up maps and directional signs for your campus.
- Mark off areas where students should not go.



# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## March Madness - It's TIME!

- Set up the Friday before the event,
  - involve campus "voluntolds" who can not help out on Saturday.
- Art teachers will go to the host school on Friday night to setup the Art Show.
- Work with the adult volunteers on the day of the meet so that, AFTER VERIFICATION and TABULATION, tests can be easily sorted
- Mark (lettering system) papers to go to the different schools (saving the Host School Coordinator a ton of time later)

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

## April:

- With the cohort, schedule a day/time/location for the Spring Coordinator's meeting.
  - Consider using [doodle.com](https://doodle.com) or [google form survey](https://forms.google.com)
- (this task can be handled by another member of the Cohort)

	Jun 25 MON	Jun 26 TUE	Jun 28 THU	Jul 1 SUN	Jul 5 THU	Jul 10 TUE
Tom	✓	✓		✓	✓	✓
Paula	✓	✓	✓			✓
John	✓	✓	✓	✓		✓
Emma		✓				

# TIME LINE OF HOSTING A UIL ACADEMIC MEET

May:

- Attend the Spring Coordinator's meeting
  - evaluate meet successes
  - suggested changes for next year
- If not done already, return all tests/evaluations from the Spring meet to each participating school, and distribute any extra tests, as well.

BE SURE TO CHECK THE A+ WEBSITE FOR THE "OFFICIAL RELEASE" DATE OF THESE MATERIALS, AND MARK THE MATERIALS WITH THAT DATE

# TIMELINE OF HOSTING A UIL ACADEMIC MEET

Congratulate yourself on a job well-done!





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