Things You Should Know From:
Kay Whitton, UIL State Accounting Contest Director

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<td>Tuesday, May 14, 8 am Packet Pick Up, ID Cards WEL 1.316</td>
<td>Tuesday, May 14, 9 am (8:30 am doors open) WEL 1.316</td>
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<td>Tuesday, May 14 2 pm Hogg Auditorium</td>
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From UIL State Office: Please complete the Coach Information Form here.

**Before the State Meet:**
★ Coaches of ALL state contestants must email Kay Whitton (kaywhitton@gmail.com) by **Friday, May 3**, to receive contest information and sign up to assist during the contest.
★ All volunteer positions will be filled via email, so that NO COACHES’ MEETING IS NEEDED.
★ This is my first year as state director, so I need everyone’s help to run a smooth contest as a: 1) Conference Assistant, 2) Inspector, 3) Test Reviewer, and/or 4) Grader. (Each competing team MUST have a qualified grader available. Five (5) graders are needed for each conference, in addition to a conference assistant.)
★ Notify UIL and Kay of any team substitutions or changes to the roster prior to contest day!

**Morning of the Contest:**
★ 7:30 – 7:45 AM: Conference assistants should go to WEL 1.316 and receive your school packet, then report to the contest room immediately to help set up.
★ 8:00 AM: Coaches (or other adult) will pick up school packets for their contestants.
★ 8:30 AM: Coaches and contestants may enter contest room; contestants sit at chairs with questionnaires, but distant from teammates; have ID card and supplies out for inspection.

**Before the Contest:**
★ 8:45 AM: Announcements will begin; all contestants should be seated at a questionnaire.
★ 9 AM: Roll call will begin; alternates will be assigned if a contestant is found to be absent.
★ Inspectors will verify that calculators are approved and that ID cards have no markings.

**During the Contest:**
★ Test reviewers (and available alternates) will go with the Head Grader to the review room.
★ Conference assistants will monitor the testing room at all times.
★ Graders should arrange for lunch, since grading will begin immediately after the test.

**After the Testing Period:**
★ Listen for instructions as to where to turn in test materials.
★ Coaches, debrief your students, then report to WEL 2.310, so grading can begin promptly.

**Verification, Awards and Honors (Hogg Auditorium):**
★ 2 PM: Verification will be no longer than 15 minutes.
★ Announcements, special recognition, and awards will begin immediately after verification.
★ All results will be available on Speechwire after the conclusion of the contest.

*State UIL Academic Participants are eligible to apply for a TILF Scholarship. Visit: http://www.tilfoundation.org*