

## MONITOR NOTES

### Coaches:

Please provide a copy to each monitor who will be representing your team(s).

### Monitors:

- It is imperative that you carefully read these notes prior to the meeting scheduled for Monday.
- The meeting begins promptly at 8:00 a.m. **PLEASE** do not be late to the meeting.
- All teams must be represented by a monitor; please do not cause disqualification of your team.
- You will receive monitor identification at this meeting.

### PRIOR TO THE COMPETITION:

- Locate your assigned room on the hotel map.
- Please take a watch for timing of the booklet work.
- Take a book or a magazine to occupy your time while you monitor the assigned team.

### UPON ENTERING THE ROOM:

- Monitor should check restroom before booklet work begins. Students are to stay in the designated work area during the two-hour block of time; students are excused to restrooms one at a time.
- Check that only allowed items are present in the room.
- No prepared notes may be in the area.
- UNOPENED packages of note cards or post-its may be used.
- No extra papers; scrap paper is provided with booklet.
- A dictionary or thesaurus may be used: monitors should flip through and inspect these.
- Team members will supply their own pencils/pens/highlighter markers.
- Nonprogrammable calculators are allowed.
- No electronic devices, students must turn off cell phones for the 2-hour period of competition.
- Place "Do Not Disturb" sign on door so that maids will not enter during booklet work.

### DURING THE BOOKLET WORK:

- **PLEASE DO NOT USE CELL OR HOUSE PHONE OTHER THAN IN CASE OF EMERGENCY!!**
- Do not turn on television or radio.
- You will only be monitoring the team; you are not expected to give any advice or assistance or interfere with the team's work.
- You **MAY** prop open the door to sit inside or outside the door. Open curtains.

### BOOKLET WORK:

- Open team envelope and remove stapled packet of 4 future scenes. Hold until start time.
- Have team members fill in the cover and place to the side.
- Timing will begin after the cover sheet has been completed
- **DO NOT GIVE OUT THE FUTURE SCENE UNTIL YOU BEGIN THE TWO-HOUR WORK TIME.** Hand the team the 'Future Scene' packet of 4 at the moment you start time.
- Write the start time down as the team begins the booklet work.
- Warn the team when 15 minutes of time remains in the two-hour work time.
- Warn the team when 5 minutes of time remains in the two-hour work time.
- Call time when the 2-hour period of time is over.
- During the optional fifteen minutes allowed following the 2-hour work time, students should not be talking about booklet work or doing any original work on the booklet. They may not edit or alter their work. They are only organizing the pages and copying steps 2 & 6 onto the yellow paper provided for use in the "Presentation of Action Plans".
- Remind students to take the yellow paper with steps 2 & 6 with them to be used in presentations.

**BRING ANY QUESTIONS THAT YOU MAY HAVE TO THE MANDATORY MONITOR MEETING. THANK YOU!!!**