



**SCOPE OF WORK FOR THE  
NEVADA ASSOCIATION OF SKILLSUSA  
OPENING & CLOSING MANAGEMENT**

The Nevada Association of SkillsUSA will employ a contractor to manage opening and closing ceremonies for the State Leadership Conference in November and SkillsUSA Championships in April. The terms of this contract will cover the time period of September 1, 2015 – May 1, 2016. Compensation in the amount of \$400 will be provided to the contractor upon completion of the following services:

1. Plan and manage opening and closing ceremonies for the state leadership and championship conference to include, but not limited to:
  - a. Develop and implement scripts and choreography for approval by the State Director or Conference Coordinator.
  - b. Make arrangements for appropriate IT equipment.
  - c. Design high-quality audio-visual presentations for inclusion, as appropriate, in ceremonies.
  - d. In collaboration with the State Director or Conference Coordinator, secure an appropriate keynote or motivational speaker.
  - e. Manage photo booth opportunities at the closing ceremonies and throughout the conferences, as needed.
  - f. Oversee the photography and videography, providing files for publishing on the organization website in a timely manner after each event.
  - g. Collect, organize and manage distribution of contest prizes.
  - h. In collaboration with the Officer Manager, schedule and manage practice sessions to prepare officers.
  
2. In coordination with the State Director and Conference Coordinator, develop and implement a public relations and advertising plan for the SkillsUSA Championships.
  
3. Provide follow-up and debriefing to inform plans for future Nevada SkillsUSA events.

We, the undersigned, agree to the terms outlined in this scope of work.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
State SkillsUSA Director

\_\_\_\_\_  
Date