



## SCOPE OF WORK FOR THE CONFERENCE COORDINATOR

The Nevada Association of SkillsUSA, referred to as the SkillsUSA Nevada, will employ an overall conference coordinator to assist in coordinating the State SkillsUSA Championships in Reno on April 12 – 15, 2016. The terms of this contract will cover the time period of August 1, 2015 – May 1, 2016. Compensation in the amount of \$2,200 will be provided to the contractor upon completion of the following services:

1. Serve as a member of the conference coordinating committee and attend all coordinating committee and contest organizational meetings.
2. With the State Director, organize all pre-conference meetings for contest committee chairs, contest monitors, the conference management team, and others as needed. Specifically, secure the locations and logistics for two contest chair meetings.
3. Assist the Leadership Conference and Skills Competition Coordinators to recruit and train contest chairs and judges.
4. If needed, help recruit and train Courtesy Corp volunteers for on-sight supervision and technical assistance for all state competitions.
5. Secure all contest locations.
6. Secure the electrical contractor for skill contests by using a bid process.
7. Secure the location for the conference social and supervise all social activities.
8. Secure fire department approval for all skill competitions at all locations.
9. Secure REMSA for all skill competitions at all locations, where it is needed
10. Provide leadership and oversight for the conference management team and serve as the direct resource for technical assistance.
11. Provide oversight for facility set-up for events at all conference locations.
12. Provide technical assistance to all contest sponsors before, during and after the SkillsUSA Championships, as needed.
13. Organize and supervise ground transportation between the main conference location and outlying contest locations.
14. Provide oversight for the collection and computing of contest scores for leadership and skills contests.
15. Manage public relations to promote the SkillsUSA Championships, gaining exposure in the community before, during and after the event.
16. Assist with other conference management duties, as needed.
17. Provide written follow-up and debriefing information to assist with the following year's State SkillsUSA Conference.

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

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Contractor

Date

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State SkillsUSA Director

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Date