SCOPE OF WORK FOR THE
CONFERENCE SKILLS COORDINATOR
RENO BALLROOM

The Nevada Association of SkillsUSA will employ a conference coordinator for the Skills contests to assist in coordinating the Nevada SkillsUSA Championships in Reno, 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 $450.00 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. Oversee the entire floor layout and contest set-up at the Reno Ballroom. The floor layout includes designing the floor plan to determine square footage for each contest area, marking the perimeter of each contest area, securing the tables and chairs for contests, and partitioning each contest area with stanchions and flagging.

3. Secure the floor stanchions and flagging, as needed, for each contest area.

4. Manage and organize the pick-up and delivery of equipment for each contest, as needed.

5. Oversee the electrical contract work at the Reno Ballroom.

6. Provide technical assistance to all contest chairs and judges before, during and after the SkillsUSA Championships, as needed.

7. Oversee the floor take-down, which includes equipment move-out, cleanup, and other related duties as assigned the day after the SkillsUSA Championships.

8. Secure business and industry support for contests as needed.

9. 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.

_____ _____
Contractor Date

_____ _____
State SkillsUSA Director Date