**Steps for Providing Members for a Judging Activity**

**Version 1.0, 2014-03-14**

**In preparation:**

* Meet and establish job description
  + event
  + responsibilities
  + qualifications
* Enter meeting into IEEE v-Tools
* Issue invitations
* Follow up invitations after first-response wave with emails and phone calls.
* Establish a roster of judges
* Prepare summary information sheet.

**On day of the event:**

* Using roster, locate signed-in judges
  + welcome
  + ask if they need anything to perform task
* Hold a judge meeting
  + supply summary information sheet
  + describe the event (where and when)
  + describe judging procedure
  + entertain questions
* 20-30 minutes before event: assure presence of judges (use roster)
* AAR – after action report (3 positives, 3 negatives)

**Later - after the event:**

* Update event information in IEEE v-Tools
* Receive and process reimbursement forms
* Send thank-you notes

**History**

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