

## Program Instructor Instructions

This year's Showcase will be held **April 12, 2018** in Building 12 at Sinclair Community College. Please review the Showcase procedures below:

1. **Teams:** Each school may bring as many *advanced teams* (seniors & juniors) as they'd like. Each school may bring one first year team (freshman, sophomores & juniors) per category.
2. **Registration:** Please visit [mytechprep.org](http://mytechprep.org) > Activities & Events > Tech Prep Showcase to register and access additional materials & information.

Registration Deadline: **March 22, 2018 at 4pm**

Project Summary Deadline: **April 3, 2018 at 4pm**

3. **Arrival:** 8:00~8:45AM Student teams will be welcomed at the main entrance of Building 12 on Perry Street. Please have all students be prepared for some candid photos upon entering the building. "Ambassadors" will escort you and your team to your table location in Building 12 for set-up. Sinclair police will assist your busses, vans and cars while unloading students and presentation supplies on Perry Street. **Please DO NOT enter the horseshoe drive with vehicles.** Busses remaining for the duration of the event are to park along the hooded meters on West 4th Street or in the parking lot at Building 20 located across the bridge on 4th Street. Bus drivers will be provided with a lunch ticket. Low clearance cars and vans may park under Building 12 on West 4th Street.
4. **Information:** An information area will be located in the *Great Hall*. Each student will receive a packet, including lunch information, at assigned tables.
5. **Information:** There will be 3 snack bars in the *Great Hall* from 8:00~9:30AM.
6. **Floor Questions:** All registered teams will have a 6' table for presentations. The team's name card will be on their assigned table. Please remember to bring your own table covers, power strips, and cords for electricity. **Tech Prep team members will be on the floor, the *Great Hall* and *Charity Auditorium* to assist with questions.**
7. **Judging:** Judging will commence promptly at 9:00AM. Judges will determine the order in which teams are evaluated. There will be 120+ judges in attendance who are donating their time and expertise. All judges have connections to the pathway field and should have a full five minutes to ask questions of the team following the team's ten-minute (max) presentation. **Judges will review the project summaries prior to the students' arrival at the team table.** However, it is up to the students to

take the lead in the presentation/explanation of their projects and then answer judges' questions. We have invited Sinclair staff, school district building administration, and guests to observe the event, so it is imperative that the students remain at their table until 10:45AM. **Please ensure that your students are respectful of neighboring teams as they are being judged.** Final scores will be tabulated by the Tech Prep Tally Team.

8. **Lunch:** MVTPC will host lunch at 11:00AM.
9. **Awards:** There will be an awards ceremony in the *Great Hall* for your students after the luncheon from 12:05PM to 1:00PM. Tech Prep Showcase champions will receive a team trophy and individual team member medallions. Runners-up will receive a team trophy. Additional trophies will be awarded to the competition's overall highest scoring team for "Best of Show" and the "People's Choice Award".
10. **Dress and Behavior:** Each high school chaperone is responsible for the students they bring to the Showcase. This is a **professional event**. Students should dress for the occasion and their behavior is expected to be respectful and professional for the duration of the event. All Sinclair Community College security requirements will be enforced and the Sinclair police will be on standby for any emergencies to aid staff and students. Please tell students to secure all valuables and bring only what they need for the day.
11. **Emergencies and Building 12 Facilities:** Emergencies should be reported to the Building 12 Corporate Office, located at the south end of the great hall. Restrooms are located at the north and south hallways on the first floor.
12. **Departure:** Following the awards ceremony at 1:00PM, busses may load in the horseshoe area of Perry Street or by the 4th Street parking meters, which will be reserved for the event.
13. **Emergency Cell Phones:**

**Wendell:** (937) 409-7384

**Tim:** (937) 241-6609

**Bryan:** (937) 232-7676

**Shirley:** (937) 266-8461

*We hope you and your team have an enjoyable day, and that you take many pictures to use for your school's publicity. Be sure to invite your school administrators and parents to attend the Showcase from 9:00AM until 1:00PM. This is a great opportunity for the educational community to express their support for your Tech Prep student's career development and capstone projects.*