

STUDENT DESIGN CONTEST

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| SDC |
| Host Responsibilities |
| Contestant Responsibilities |
| District Responsibilities |
| Headquarters Responsibilities |
| Problem Statement |
| Conduct of Contest |
| Course Layout |
| Score Sheet |
| Publicity |
| Entry Form |

RESPONSIBILITY OF THE HOST

| √ | When | Description |
|---|---------------|--|
| ALWAYS WORK WITH THE CHIEF JUDGE | | |
| | Prior to SPDC | Work with the organizing committee for the SPDC to make sure that time and facility arrangements for the contest are appropriate and adequate. Guidelines for this can be found the SDC web site for each contest |
| | Prior to SPDC | Gather supplies as identified in published guidelines |
| | Prior to SPDC | Make contact with all judges a minimum of 3 weeks prior to the contest to ensure they have reviewed the rules. |
| | Prior to SPDC | Contact the student leader responsible for collecting all equipment a minimum of 1 month before contest to ensure contest field is built/being built and all other equipment is being collected. |
| | Prior to SPDC | Identify persons to perform the following functions: (1) Team Check In Desk, (2) Supplies and Set-Up, Advise headquarters names of persons who will handle these duties. |
| | At SPDC | Arrive at contest location a minimum of 1 hour prior to posted time for contestants to arrive. Request that all other judges do the same. |
| | At SPDC | Layout Courses |
| | At SPDC | Provide VCR Camera and hookup to project contest onto large screen for better viewing by audience. (Headquarters can provide VCR camera and multimedia projector if necessary) |
| | At SPDC | Handle Check-in as requested by chief Judge |
| | All The Time | Do not answer any questions ... refer to appropriate official Prior to SPDC ... www.asme.org/Events/Contests/DesignContest/2007_Design_Problem.cfm At the SPDC ... The Chief Judge Questions regarding Entry ... to ASME Headquarters |

RESPONSIBILITY OF THE CONTESTANT

| √ | When | Description |
|---|---------------------------------------|---|
| | By Deadline | Submit Entry Form All competition deadlines are posted on the SDC Website: www.asme.org/Events/Contests/DesignContest/2007_Design_Problem.cfm |
| | At Designated Time & Location at SPDC | Check In |

RESPONSIBILITY OF THE District Leader

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| NLT Dec | District leader should identify the Chief Judge and advise SDC Committee and headquarters of name by February 1st |
| NLT Feb 15 | Identify 3 Person Judging Panel ... Including Chief Judge Advise SDC Chair, SPDC Host, and headquarters |
| NLT Mar 3 | Chief Judge to Identify Impound Judge, Timers, Recorders |
| At SPDC | Give ASME Headquarters Representative List of Contestants with Final Scores and Placement (1 st , 2 nd , 3 rd , etc.) |

RESPONSIBILITY OF THE Headquarters

| √ | When | Description |
|---|---------------|--|
| √ | ASAP | Post Entry Form on the web |
| | As Available | Check Eligibility of Entrants and Post On web |
| | Prior to SPDC | Make Certificates of Participation for each individual on teams |
| | Prior to SPDC | Obtain Prize Money, Trophies, Plaques |
| | Prior to SPDC | Make sure arrangements have been made so that all equipment necessary to conduct the contest will be available |
| | Prior to SPDC | Make Score sheets for registered teams entries |
| | At SPDC | Provide Host with Contestant List and Numbers for Order of Entry Drawing |
| | At SPDC | Provide Recorder with Official Score sheets prior to inspection. |
| | At SPDC | Add Winners Names to Awards Banquet Script |
| | At SPDC | Make Sure that Prize Money, trophies, and plaques are at Banquet |