

Illinois FFA/IAVAT Career/Leadership Development Event Request for Proposals

2025-2030 Bidding Cycle



What items should be included in the letter that accompanies this set of Bid sheets?

- a. Please provide any further details regarding contests that you would like to host together (or preferences to keep separated) along with any other time frames that may or may not work if the traditional date is not preferred.
- b. Description of Facilities.
- c. Any transportation needs between parking, registration, and contest site.
- d. Who will serve as the officials for each event?
- e. What are estimated costs to be incurred by both host and IAVAT?
- f. What volunteer responsibilities (group leaders, room monitors, etc.) will be incurred by both host and IAVAT?
- g. Are there other components you would like to consider adding to a contest that align with Nationals? (Example: Test, team problems, etc)
- h. Do you have additional capacity to host other new divisions (middle school/alternate divisions) not currently offered?
- i. What rest room facilities or alternate arrangements will be made?
- j. Food availability – meals for judges, concessions for participants, etc.
- k. Any professional development or other opportunities that could be provided to teachers or students while at your facility.
- l. Any potential partnership your facility may be able to offer with other industry/alumni.
- m. Any potential scholarships that may be offered to contest winning teams and/or individuals by your institution or another partner.
- n. Any other comments, concerns, or other pertinent information you would like addressed when evaluating these bids.

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Business CDE State Host

Anticipated Attendance: Varies by site

Traditional Date: First Wednesday of May

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 20 individuals.

Room(s) - One computer lab is required for exam proctoring

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Chairs - Two (2) chairs in the registration area. Plus 20 seats in waiting room for and teachers prior to the event start-up.

Computer lab - Multiple computers

Host Commitments

Pre-Event - Secure computer lab
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Assist IAVAT office in creating exam

During Event - Provide exam proctor

Post Event - Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agriculture Business Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Business CDE Satellite Host

Anticipated Attendance: Varies by site

Traditional Date: First Wednesday of May

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 20 individuals.

Room(s) - One computer lab is required for exam proctoring

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Chairs - Two (2) chairs in the registration area. Plus 20 seats in waiting room for and teachers prior to the event start-up.

Computer lab - Multiple computers

Host Commitments

Pre-Event - Secure computer lab
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

During Event - Provide exam proctor

Post Event - Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agriculture Business Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Location: _____ Maximum Capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Communications CDE

Anticipated Attendance: 30 students

Traditional Date: State FFA Convention (second week of June) - 2 day event

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 30 individuals.

Room(s) - one (1) room is required for use as a team presentation room. (See Equipment Requirements)

Four (4) rooms are required for use as individual practicum rooms. (See Equipment Requirements)

One (1) room for use as a press conference room (See Equipment Requirements)

One (1) room is required for waiting room for participants and/or teachers

One (1) room is required for registration area/room

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Two (2) tables for use by the team in the presentation room.

Three (3) tables for the judges use in the presentation room

Chairs - Two (2) chairs in the registration area. Plus 40 seats in waiting room for students and teachers prior to the event start-up.

Three (3) chairs for the judges use in the presentation room

Computer/Laptops - Multiple computers, one per individual room with Adobe Premier Pro, WordPress, Filmora and Microsoft Word (Dummy accounts should be set up prior to contest to allow all contestants and judges to view accounts)

Easel - (Presentation Room)

Projector Screen - (Presentation Room)

Projector - (Presentation Room) - Including HDMI & USB-C Adaptors

Podium - For use in Press Conference room

Printer/Flash Drive - Location to print/store materials for judging

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Commitments

- Pre-Event - Locate and secure judges for the team presentation - 3-5
Locate and secure a timer for the team presentation - 1
Locate and secure judges for the individual practicums - 4-8
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, portfolios, etc.
- During Event - Coordinate judges training/orientation
Provide “Official” scores for each participant
Provide judges to score the CDE components
- Post Event - Provide feedback to participants
Release all contest exams, scenarios, practicums, etc. for training purposes within 24 hours of contest completion

Consumables

- Signage
- Score Cards

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agriculture Communications Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Education CDE

Anticipated Attendance: 10 students

Traditional Date: First weekend in March

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 10 individuals.

Room(s) - Four (4) rooms are required (Presentation, testing, reflection, holding)

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

One (1) table for use by the teacher in the presentation room.

Three (3) tables for the judges use in the presentation room

Tables for 8-16 students in the presentation room

Four (4) tables in the test/holding room

Chairs - Two (2) chairs in the registration area.

Sixteen (16) chairs for use by the “students” in the presentation room.

Four (4) chairs for the judges use in the presentation room

Four (4) chairs in the testing room

Computer & Projector

Easel

Projector Screen

Dry Erase Board

Device for student reflection recording (preferably Ipad/Tablet)

Host Commitments

- Pre-Event - Locate and secure judges for the lesson plan demonstration - 3-5
Locate and secure a timer for the lesson plan demonstration - 1
Locate and secure judges for the lesson plan- 4-8 (prior to event)
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, lesson plans, etc.
- During Event - Coordinate judges training/orientation
Provide “Official” scores for each participant
- Post Event - Provide feedback to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

Score Cards

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agriculture Education Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Issues CDE

Anticipated Attendance: 30 students

Traditional Date: State FFA Convention (second week of June)

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 30 individuals.

Room(s) - One (1) room is required for use as a presentation room (projector/computer required).

One (1) Waiting room for participants and/or teachers

One (1) Registration area/room

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Two (2) tables for use by the team in the presentation room.

Three (3) tables for the judges use in the presentation room

Chairs - Two (2) chairs in the registration area. Plus 40 seats in waiting room for students and teachers prior to the event start-up.

Seven (7) chairs for use by the team in the presentation room.

Three (3) chairs for the judges use in the presentation room

Host Commitments

Pre-Event - Locate and secure judges for the team presentation - 3
Locate and secure a timer for the team presentation - 1
Locate and secure judges for the team portfolio presentation - 1-2
Prepare signage for the event
Provide contacts to LAVAT for any food, transportation, restroom and parking needs.
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, portfolios, etc.

During Event - Coordinate judges training/orientation
Provide "Official" scores for each participant
Provide judges to score the CDE components

Post Event - Provide feedback to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agriculture Issues Leadership Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Mechanics CDE

Anticipated Attendance: 150 students

Traditional Date: Second Tuesday in May

Facilities Required

Registration Area - must be indoors or in a sheltered area (out of the weather) and open to allow registration processing for 45 teams.

Exhibit area -Mechanics laboratory or suitable space in which to conduct welding, carpentry, electricity, surveying and power exercises

Room(s) - One (1) room is required use in the Exam portion of the event [NOTE: Each phase has a separate test - it may be preferable to have 5 testing rooms].

Five (5) rooms in which to: 1) perform welding exercises, 2) perform carpentry exercises, 3) perform electric wiring exercises, 4) perform power exercises, and 5) to perform surveying exercises.

Restrooms - Both male and female facilities

Parking - sufficient space for 50 vehicles (busses, vans and cars)

Products Required

One (1) written test for each of the five (5) phases

Agricultural Power

Sufficient sample engines for participants to analyze an engine and its' performance

Sufficient sample engines/parts to conduct a safety inspection and evaluate the condition of a tractor or small engine

Sufficient tractor parts, small engine parts and tools to use for identification purposes

Carpentry

Sufficient hardware items to use for identification purposes

Lumber and power saws to use in measuring and cutting exercises

Electricity

Sufficient hardware items to use for identification purposes

Sufficient hardware to use in completing the wiring exercises

Surveying

Provide Dumpy, Builder and Laser levels to use in the "*Recording leveling exercise notes and computing evaluations of leveling exercise*".

Welding

Provide sufficient metal-arc welding, metal inert-gas (MIG) welding, tungsten inert gas (TIG) welding, oxyacetylene brazing, plasma cutting, and oxyacetylene cutting stations to use in the welding phase.

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Equipment Requirements

Tables - 1 for use in the registration area and 4 more in order to sort cards (if card Sorting is not in the registration area).

Chairs - 2 chairs in the registration area and seats for 150 participants prior to the event start-up.

Space - 5 areas of sufficient size to allow 30 participants to move freely to conduct the assigned exercises.

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

Pre-Event - Locate and transport consumable supplies to CDE site
Set-up rings
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop exercises for each of the five (5) phases of the event.
Prepare written instructions and questions for the test and practicums.

During Event - Provide "Official" answers

Post Event - Provide placings and reasons to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Items related to the specific exercises designed for each phase. [Eg. Welding rods, electric wire, lumber, etc]

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agricultural Mechanics Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Exercise Completion Area	X		
Testing Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Possibility of including Team Activity	<input type="checkbox"/>		
Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agricultural Sales CDE

Anticipated Attendance: 60 students

Traditional Date: Second Saturday in November

Facilities Required

Registration Area - must be indoors and open to allow registration processing for 15 teams over the course of the day.

Room(s) - One (1) room is required use in the Exam portion of the event.

One (1) room is required use in the Team Problem portion of the event.

One (1) room is required use in the Team Problem prep portion of the event.

Four (4) rooms are required for the Individual Sales Activity.

Restrooms - Both male and female facilities

Parking - sufficient space for 20 vehicles (busses, vans and cars)

Equipment Requirements

Tables - 1 for use in the registration area, 3 tables in the Team Prep Room, 3 tables in the Team Questions room, 1 table per Individual Sales Rooms, and 5 tables in the Exam Room.

Chairs - 2 chairs in the registration area and seats for 12 participants prior to the event start-up, 7 chairs in Team Prep Room, 7 chairs in Team Questions Room, 3 chairs per Individual Sales Rooms, 5 chairs in Exam Room.

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

Pre-Event - Prepare a multiple-choice/True-False Written test (All of the Above/None of the Above questions are not allowed)

Prepare background information for use in the Team Problem phase of the event.

Prepare background information for the Individual Sales activity.

Prepare signage for the event

Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

Locate and secure judges for the Team Presentation - 1-3

Locate and secure judges for the Team Presentation prep - 1-3

Locate and secure judges for the Individual Activity - 4-8

Locate and secure exam proctor - 1

Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, product information, etc.

During Event - Coordinate judges training/orientation

Provide "Official" answers

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agriculture Sales Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Sales Presentation Rooms	X		
Testing Room	X		
Team Prep/Questions Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Agronomy CDE

Anticipated Attendance: 200 students

Traditional Date: Second Saturday in December

Facilities Required

Registration Area - must be indoors and open to allow registration processing for 60 teams.

Exhibit area - Display space is required to display six (6) classes of seed and plant agronomic samples.

Room(s) - One (1) room is required use in the Exam portion of the event.

Restrooms - Both male and female facilities

Parking - sufficient space for 50 vehicles (busses, vans and cars)

Products Required

Two (2) rings from the following:

- a. Corn (to be judged as market corn)
- b. Soybeans (to be judged as seed)
- c. Wheat (to be judged as seed)
- d. Oats (to be judged as seed)
- e. Silage (to be judged as feed)
- f. Hay (legume or mixed hay).

One (1) ring of twenty-five (25) crop seed/plants specimens to identify.

One (1) ring of twenty-five (25) weed seed/plants specimens to identify.

One (1) ring of soil monoliths or insects to which the participant provides written responses to twenty (20) questions.

One (1) ring of twenty (20) pictures of equipment involved in Agronomy to identify.

Equipment Requirements

Tables - 5 for use in the registration area and 8 more in order to sort cards (if card Sorting is not in the registration area).

Chairs - 8 chairs in the registration area and seats for 200 participants prior to the event start-up.

Space - 6 areas of sufficient size to allow 35 participants to move freely to view the practicums.

1 room with tables/desks for 35 participants to take exam

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

Pre-Event - Locate and transport samples to CDE site
Set-up rings
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop a multiple question (problem solving) test

During Event - Provide "Official" placings and cuts

Post Event - Provide placings and reasons to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Agronomy Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Testing Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Possibility of adding Team Activity	<input type="checkbox"/>		
Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Rings	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Conduct of Chapter Meetings LDE

Anticipated Attendance: 70 students

Traditional Date: Early May

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 70 individuals.

Room(s) -

- 1 Waiting room for participants and/or teachers
- 1 Registration area/room
- 1 Testing room
- 1 Presentation room

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Two (2) tables for the judges use in the presentation room

Four (4) tables for participants in the presentation room

Chairs - Two (2) chairs in the registration area. Plus 35 seats in waiting room for and teachers prior to the team's presentation.

Six (6) chairs for use by the team in the presentation room.

Seven (7) chairs for the judges use in the presentation room

Thirty-five (35) chairs with tables or thirty-five (35) chair-desks in the Testing Room

Podium - For Chairperson

Meeting Paraphernalia - Can be provided by Host or Contest Superintendent

Host Commitments

- Pre-Event -
- Locate and secure parliamentarian - 1
 - Locate and secure member judges - 3-5
 - Locate and secure exam proctor - 1
 - Provide contacts to FFA for any food, transportation, restroom and parking needs.
 - Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, etc.
- During Event -
- Coordinate judges training/orientation
 - Provide onsite assistance in unlocking rooms, etc.
- Post Event -
- Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the *Illinois FFA Conduct of Chapter Meetings Leadership Development Event*. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Meeting Paraph.	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Dairy Cattle Evaluation CDE

Anticipated Attendance: 275 students

Traditional Date: First Friday in April

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 55 teams.

Arena - Arena(s), either indoor or outdoor, capable of having multiple classes being judged at the same time.

Room(s) - Two (2) rooms are required for reasons presentations

Restrooms - Both male and female facilities

Parking - sufficient space for 60 vehicles (busses, vans and cars)

Animals Required

Seven (7) rings of cows or heifers to be placed on type. (4 animals per ring)

At least 2 of which are cow classes (reasons are not given on heifer classes)

Equipment Requirements

Tables - 1 for use in the registration area and 2 more in order to sort scantrons

Chairs - 2 chairs in the registration area.

Arena - multiple areas of sufficient size to allow animals to led freely and allow 275 participants to view the animals

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

Pre-Event - Locate and transport animals to CDE site
Set-up pens
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop a 20 question hands-on test/activity to test the participant's knowledge of dairy herd management and production.
Find Judges for reasons presentations

During Event - Monitor health of animals
Provide "Official" placings and cuts

Post Event - Provide placings and reasons to non-reason participants
Release all contest exams, scenarios, practicums, etc. for training purposes

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Dairy Cattle Evaluation Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Arena	X		
Testing Rooms	X		
Reasons Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Animals			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Pens	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Dairy Cattle Handlers CDE

Anticipated Attendance: 15 students

Traditional Date: First Friday in April

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 15 schools.

Arena - Arena(s), either indoor or outdoor, capable of having multiple classes being judged at the same time.

Restrooms - Both male and female facilities

Parking - sufficient space for 20 vehicles (busses, vans and cars)

Animals Required

Seven (7) rings of cows or heifers to be shown on type. (4 animals per ring)

Equipment Requirements

Tables - 1 for use in the registration area

Chairs - 2 chairs in the registration area.

Arena - multiple areas of sufficient size to allow animals to led freely

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

Pre-Event - Locate and transport animals to CDE site
Set-up pens
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

During Event - Monitor health of animals
Provide "Official" placings
Locate and secure judge for handler presentations

Post Event - Provide placings

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Dairy Cattle Handler Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____

Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Arena	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Animals			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Pens	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Dairy Foods CDE

Anticipated Attendance: 210 students

Traditional Date: Second Saturday in December

Facilities Required

Registration Area - must be indoors and open to allow the processing of registrations of 40 teams.

Coolers/Exhibit area -A combination of cooler and display space is required to display Four (4) classes of milk, milk products and or milker units.

Room(s) - One (1) room is required use in the Team Problem portion of the event.

One (1) room is required use in the Written Examination portion of the event.

Restrooms - Both male and female facilities

Parking - sufficient space for 45 vehicles (busses, vans and cars)

Products Required

Four (4) rings from the following:

- a. Milk samples (10 samples)
- b. Cheese identification (10 samples)
- c. California Mastitis Test (4 samples)
- d. Dairy vs. Non-Dairy Identification (10 samples)

Equipment Requirements

Tables - 5 for use in the registration area and 5 more in order to sort cards (if card Sorting is not in the registration area).

Chairs - 8 chairs in the registration area and seats for 210 participants prior to the event start-up.

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

Pre-Event - Locate and transport product to CDE site
Set-up rings
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop a multiple question team problem solving related to dairy foods production and or management.
Develop a multiple question (problem solving) test related to dairy foods production and or management.

During Event - Provide "Official" placings

Post Event - Provide placings and reasons to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Dairy Foods Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Display Area	X		
Testing Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Rings	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Food Science CDE

Anticipated Attendance: 70 students

Traditional Date: First Saturday in March

Facilities Required

Registration Area - must be indoors and open to allow registration processing for 20 teams.

Exhibit area - Display space is required to display practicums.

Room(s) - One (1) area is required for use in the Exam portion of the event.

One (1) area is required for use in the Team Problem portion of the event
(Each team needs to have their own table)

Two (2) rooms are required for use in the Sensory Evaluation (Triangle Test and Aromas) portion of the event.

Two (2) rooms are required for use in the Practicum portion of the event.

Restrooms - Both male and female facilities

Parking - sufficient space for 25 vehicles (busses, vans and cars)

Products Required

Ten (10) photos of potential food safety and/or sanitation problems

Six aromas from the state FFA Sheet (NO NUTS)

Team Problem and materials to build the product based off the item they choose to build.

Math Practicum (5 problems)

Customer inquiry (5 problems)

Triangle Test (four rings)

Equipment Requirements

Tables - 1 for use in the registration area and 4 more in order to sort cards (if card sorting is not in the registration area).

Chairs - 2 chairs in the registration area and seats for 70 participants prior to the event start-up.

Space - 8 areas of sufficient size to allow 15 participants to move freely to view the samples. (3 of the areas needs tables and chairs for students to sit: Math Practicum, Objective Test, Customer Inquiry)

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

Pre-Event - Locate and transport samples to CDE site
Set-up rings
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop a multiple question (problem solving) test related to food product formulation.
Create Math Practicum based on contest rules
Create customer inquiry scenarios based on contest rules
Determine triangle tests based on contest rules

During Event - Provide "Official" placings and cuts

Post Event - Provide placings and reasons to participants

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Triangle Test

-items for triangle test (4 rings, 3 different food items each)

Aromas

-Aromas 6 of them. They are not to be essential oils

Team Problem

-container for team problems (3+)

-food products for team problems (any items that are provided in the team problem)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Food Science Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Cooler	X		
Display Area	X		
Testing Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Rings	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Forestry CDE

Anticipated Attendance: 90 students

Traditional Date: Third Saturday in September

Facilities Required

Registration Area - must be indoors or in a sheltered area (out of the weather) and open to allow registration processing for 25 teams.

Exhibit area - Display space is required to display practicums.

Field area in which to conduct Tree Identification and some practicums.

Room(s) - One (1) room is required use in the Exam portion of the event (fits approx. 100 students).

At least one (1) room in which to conduct practicums.

Restrooms - Both male and female facilities

Parking - sufficient space for 30 vehicles (busses, vans and cars)

Products Required

One (1) written test

One (1) ring of twenty-five (25) tree specimens to identify.

One (1) ring of twenty-five (25) equipment items common to the forestry industry to identify.

Provide/display one ring of U.S. Geological Survey topographic maps from which participants respond to ten (10) specific map interpretation questions.

One (1) ring of ten (10) to twenty (20) tree disorder photos/samples

One (1) ring of chainsaws and/or chainsaw parts to identify and troubleshoot

One (1) ring of ten (10) trees to evaluate for timber cruising

Equipment Requirements

Tables - 5 for use in the registration area and 6 more in order to sort cards (if card sorting is not in the registration area).

Chairs - 8 chairs in the registration area and seats for 90 participants prior to the event start-up.

Space - 8 areas of sufficient size to allow 20 participants to move freely to view the samples.

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

Pre-Event - Locate and transport samples to CDE site

Set-up rings

Prepare signage for the event

Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

Develop a multiple question (problem solving) test related to the forestry industry and forest management.

Prepare written instructions and questions for practicums,

During Event - Provide "Official" placings and cuts

Post Event - Provide placings and reasons to participants

Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Forestry Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Display Area	X		
Timber Area	X		
Testing Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Possibility to add Team Activity	<input type="checkbox"/>		
Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Rings	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Greenhand Quizbowl LDE

Anticipated Attendance: 100 students

Traditional Date: State FFA Convention (second week of June)

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 25 individuals.

Room(s) -

1 Waiting room for participants and/or teachers

1 Registration area/room

1 Presentation room

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Two (2) tables for the buzzers

One (1) table for the moderator/timer

Chairs - Two (2) chairs in the registration area. Plus 25 seats in the waiting room for participants prior to the team's presentation.

Two (2) chairs for the moderator and timer

Twenty (20) chairs for the other team members use in the presentation room

Podium

Host Commitments

Pre-Event -

Locate and secure moderator - 1

Locate and secure timer - 1

Prepare questions - different for each round of the contest

Provide contacts to FFA for any food, transportation, restroom and parking needs.

Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, etc.

During Event - Coordinate judges training/orientation

Provide onsite assistance in unlocking rooms, etc.

Post Event -

Release all contest materials for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the *Illinois FFA Greenhand Quizbowl Leadership Development Event*. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Horse Evaluation CDE

Anticipated Attendance: 300 students (225 non-reasons and 75 reasons)

Traditional Date: Spring Semester

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 75 teams.

Arena - Either an arena or indoor pens (8) are required to hold animals in the case of inclement weather.

Room(s) - Two (2) rooms are required for use as reasons presentation rooms.

Restrooms - Both male and female facilities

Parking - sufficient space for 75 vehicles (busses, vans and cars)

Animals Required

Four rings of halter classes (16 animals)

Four rings of performance classes (16 animals)

Equipment Requirements

Tables - 1 for use in the registration area, 2-4 for reasons rooms, and 5 more in order to sort scantrons.

Chairs - 2 chairs in the registration area. Plus seats for 300 participants prior to the event start-up, as well as 75 for reasons participants

Rings - Arena large enough to hold one class or be split into 2 classes to allow animals to move freely and allow 300 students (single arena) or 150 students (split) to view the animals

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

- Pre-Event - Locate and transport animals to CDE site
Set-up pens
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Locate and secure judges for reasons presentations
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, etc.
- During Event - Coordinate judges training/orientation
Monitor health of animals
Provide "Official" placings and cuts
Provide judges to hear and score reasons classes
- Post Event - Provide placings and reasons to non-reason participants
Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Provide transportation from judging site to the location where reasons will be presented.

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Horse Evaluation Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Arena	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Animals			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Pens	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Horticulture CDE

Anticipated Attendance: 220 students

Traditional Date: Last Friday in April

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 40 teams.

Room(s) -

1. Two (2) rooms for placing classes
2. Two (2) rooms for ID
3. One (1) room for Exam
4. One (1) room for Landscape Practicum
5. One (1) room for Floriculture Practicum

Restrooms - Both male and female facilities

Parking - sufficient space for 50 vehicles (busses, vans and cars)

Classes Required

Eight placing classes (32 plants)

ID class (50 plants)

Floriculture practicum (varies by rotation)

Landscape practicum (varies by rotation)

Exam

Equipment Requirements

Tables - 1 for use in the registration area and 5 more in order to sort scantrons.

Chairs - 2 chairs in the registration area. Plus seats for 220 participants prior to the event start-up.

Ring Rooms - 8 tables of sufficient size (or equivalent) to allow students to move freely and allow 80 participants to view the plants.

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

Pre-Event - Locate and transport plants to CDE site
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

Develop exam per contest rules

During Event - Provide "Official" placings and cuts

Post Event - Provide placings and officials to participants

Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Floral items for round arrangements and corsages, in years when those practicums are used.

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Horticulture Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Practicum Rooms	X		
Exam Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Plant Specimens			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Rings	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Job Interview CDE

Anticipated Attendance: 15 students

Traditional Date: State FFA Convention (second week of June)

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 15 individuals.

Room(s) - six (6) rooms are required for use as reasons presentation rooms.

- 1) Waiting room for participants and/or teachers
- 2) Application Room
- 3) Two (2) Telephone Interview Rooms - one for participant and one for the judge
- 4) Personal Interview Room
- 5) Letter Writing Room

Restrooms - Both male and female facilities

Parking - sufficient space for 15 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Chairs - Two (2) chairs in the registration area. Plus 30 seats in waiting room for participants and teachers prior to the event start-up.

Computer - 2, Preferably a PC and a Mac so students can complete an electronic job application

Telephone - Two (2) for telephone interviews

Desks - Two (2) for follow-up letter writing (tables and chairs may be substituted)

Host Commitments

Pre-Event - Locate and secure judge(s) for resume/cover letter scoring - 1-2
Locate and secure judge(s) for application/follow up letter scoring - 1-2
Locate and secure judge for telephone interview - 1
Locate and secure judges for personal interview - 3-5
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, resume/cover letters, etc.

During Event - Coordinate judges training/orientation
Provide "Official" scores for each participant

Post Event - Provide feedback to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage
Score Cards

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Job Interview Leadership Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Land Use CDE

Anticipated Attendance: 150 students

Traditional Date: Tuesday of Columbus Day Week with rain date following Thursday

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 40 teams.

Pits - Five (5) pits must be dug for participants to evaluate

Restrooms - Both male and female facilities

Parking - sufficient space for 45 vehicles (busses, vans and cars)

Room inside to mark official scorecards after the contest

Equipment Requirements

Tables - 1 for use in the registration area and 5 more in order to sort cards (if card sorting is not in the registration area).

Chairs - 2 chairs in the registration area. Plus seats for 150 participants prior to the event start-up.

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

Pre-Event - Dig pits for contest

- Pits must be dug at a minimum of 4 feet deep, have a gradual entrance and exit spot, and accommodate 8-10 students at one time.
- Contest location must be chosen to provide students with differences in slope ranging from 0%-20%.
- The four judging pits and one practice pit are to not exceed one mile in separation.

Prepare signage for the event

Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

Provide necessary materials to complete contest:

- Materials needed for the contest - provided by the host site
 - Eight Slope Stakes (generally 2"x2" and 5/6 feet long)
 - 5 stadia rods
 - Eight to Twelve yard sticks
 - Four one-gallon (one per pit) (or similar) water bottles (5+ per pit)
 - 1 Box or Bucket for surface texture per pit.
 - 1 poster board per pit to mount important information per pit. Mounting poster board on lath stakes.
 - Site Cards: 4-H736-W
 - Host sites will need copies of the approved score cards to evaluate pits and create SITE cards and officials for the contest.

During Event - Provide tenth rods to calculate slope on each pit.

Provide information if necessary to make any calculations

Provide "Official" scores for practice and contest pits

Post Event - Provide officials to participants

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

Rotation

Unlike other contests, Land Use will rotate host eligibility by district every two years

District 1 will have first rights at hosting the contest in 2025 & 2026

The IAVAT Board will set and announce deadlines for bids to be received

If a bid is not received from the district with first rights, the following district may submit a bid

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Land Use Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Pits			
Locate & dig pits	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Pit Setup Materials	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Livestock CDE

Anticipated Attendance: 650 students (575 non-reasons and 75 reasons)

Traditional Date: Last Friday in April

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 150 teams.

Arena - Either an arena or indoor pens (8) are required to hold animals in the case of inclement weather.

Room(s) - three (3) rooms are required for use as reasons presentation rooms.

Restrooms - Both male and female facilities

Parking - sufficient space for 140 vehicles (busses, vans and cars)

Animals Required

One ring of breeding or market hogs (4 animals)

One ring of keep-cull breeding swine (8 animals)

One ring of breeding or market beef animals (4 animals)

One ring of keep-cull breeding beef (8 animals)

One ring of slaughter cattle on USDA quality grades and cutability (5 animals)

One ring of breeding or market sheep (4 animals)

One ring of keep-cull breeding sheep (8 animals)

One ring of meat-type market goats (4 animals)

Equipment Requirements

Tables - 5 for use in the registration area and 5 more in order to sort Scantrons.

Chairs - 8 chairs in the registration area. Plus seats for 650 participants prior to the event start-up.

Pens - 8 pens of sufficient size to allow animals to move freely and allow 85 participants to view the animals

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

- Pre-Event -
- Locate and transport animals to CDE site
 - Set-up pens
 - Prepare signage for the event
 - Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
 - Locate and secure judges for reasons presentations
 - Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, etc.
- During Event -
- Coordinate judges training/orientation
 - Monitor health of animals
 - Provide "Official" placings and cuts
 - Provide judges to hear and score reasons classes
- Post Event -
- Provide placings and reasons to non-reason participants
 - Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Provide transportation from judging site to the location where reasons will be presented.

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Livestock Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Arena	X		
Indoor Pens	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Animals			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Pens	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Marketing Plan CDE Host

Anticipated Attendance: 30 students

Traditional Date: End of April

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 30 individuals.

Room(s) - One (1) holding room for students preparing to present

One (1) room for presentation

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

Three (3) tables for judges and students to use in presentation room

Chairs - Two (2) chairs in the registration area. Plus 12 seats in waiting room for teachers prior to the event start-up.

Three (3) chairs for judges to use in presentation area

Projector with appropriate cables (HDMI, USB-C)

Two Tripod Easels

One Projector Screen

One AV cart including power strip and extension cord

Host Commitments

Pre-Event - Secure judges to look over marketing plans ahead of time as well as to judge presentations
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

During Event - Provide judges and a timer

Post Event - Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Marketing Plan Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Meats Evaluation and Technology CDE

Anticipated Attendance: 140 students

Traditional Date: Second Saturday in December

Facilities Required

Registration Area - must be indoors and open to allow registration processing for 30 teams.

Coolers/Exhibit area -A combination of cooler and display space is required to display seven (7) classes of carcasses, wholesale and or retail meat cuts.

Room(s) - One (1) room is required use in the Team Problem portion of the event.

Restrooms - Both male and female facilities

Parking - sufficient space for 35 vehicles (busses, vans and cars)

Products Required

Five (5) rings from the following:

- a. Beef carcasses (4 carcasses)
- b. Pork carcasses (4 carcasses)
- c. Lamb carcasses (4 carcasses)
- d. Wholesale/sub-primal pork cuts (4 cuts)
- e. Wholesale/sub-primal beef cuts (4 cuts)
- f. Beef retail cuts - one of the following options (Ribeye Steak, Top Loin Steak, Boneless Loin Steak, Bone-in Loin Steak) (4 cuts)
- g. Pork retail cuts - one of the following options (Smoked Ham Center Slice, Rib Chop, Loin Chop, Center Rib Roast, Blade Steak) (4 cuts)
- h. Lamb retail cuts - one of the following options (Arm Chop, Rib Chop, Loin Chop, Square Cut Shoulder Roast) (4 cuts)

One (1) ring of six (6) beef carcasses to grade for Quality

One (1) ring of six (6) beef carcasses to grade for Yield

Equipment Requirements

Tables - 5 for use in the registration area and 5 more in order to sort cards (if card sorting is not in the registration area).

Chairs - 8 chairs in the registration area and seats for 140 participants prior to the event start-up.

Space - 8 areas of sufficient size to allow 20 participants to move freely to view the carcasses and meat cuts.

Trash cans - sufficient to allow for disposal of plastic boots, food items, etc.

Host Commitments

Pre-Event - Locate and transport product to CDE site
Set-up rings
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop a multiple question (problem solving) test related to meat product formulation.

During Event - Provide "Official" placings and cuts

Post Event - Provide placings and reasons to non-reason participants
Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility food safety requirements (boot covers, etc)

- Hair nets and frocks are not included in the consumable needs. Participants must provide their own.

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Meats Evaluation and Technology Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Cooler	X		
Display Area	X		
Testing Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Meat locker(s)	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Parliamentary Procedure LDE

Anticipated Attendance: 60 students

Traditional Date: 2nd week of May

Facilities Required

Registration Area - must be indoors and sufficient to allow the processing of the registrations of 60 individuals.

Room(s) - 1 Waiting room for participants and/or teachers
1 Registration area/room
1 Testing room
1 Presentation room

Restrooms - Both male and female facilities

Parking - sufficient space for 10 vehicles (busses, vans and cars)

Equipment Requirements

Tables - One (1) for use in the registration area.

One (1) tables for use by the secretary in the presentation room.

Five (5) tables for the judges use in the presentation room

Chairs - Two (2) chairs in the registration area. Plus 25 seats in waiting room for students and teachers prior to the team's presentation.

Six (6) chairs for use by the team in the presentation room.

Seven (7) chairs for the judges use in the presentation room

Twenty (20) chairs with tables or twenty (20) chair-desks in the Testing Room

One (1) podium or raised table for Chairperson to present from

Host Commitments

Pre-Event - Locate and secure parliamentarian - 1
Locate and secure chair judges - 2-3
Locate and secure floor member judges - 3-5
Locate and secure exam proctor - 1
Provide contacts to FFA for any food, transportation, restroom and parking needs.
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, etc.

During Event - Coordinate judges training/orientation
Provide onsite assistance in unlocking rooms, etc.

Post Event - Release all contest exams, scenarios, practicums, etc. for training purposes

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the *Illinois FFA Parliamentary Procedure* Leadership Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance needed from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Poultry CDE

Anticipated Attendance: 250 students

Traditional Date: Last Friday in April

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 50 teams.

Space - Either an arena or separate rooms (8) are required to display animals and products.

Restrooms - Both male and female facilities

Parking - sufficient space for 55 vehicles (busses, vans and cars)

Animals & Product Required

Four (2) rings of live birds (4 animals) to placed on past production

One ring of ready to cook carcasses (4 carcasses) to placed on quality

One ring of ready to cook carcasses to grade (10 carcasses)

One ring of interior quality eggs (10 eggs) (multiple identical rings are normally used for this activity)

One ring of exterior quality eggs (10 eggs)

One ring of exterior quality eggs (10 eggs) to evaluate for defects (can be the same 10 eggs in the previous class)

One ring of carcass parts to be identified (10 items)

Equipment Requirements

Tables - 5 for use in the registration area and 5 more in order to sort cards (if card Sorting is not in the registration area).

Chairs - 8 chairs in the registration area. Plus seats for 250 participants prior to the event start-up.

Cages - 8 pens of sufficient size to allow animals to move freely and allow 15 participants to view the animals.

Candlers - 15- 20 stations

Trash cans - sufficient to allow for disposal of food items, broken eggs, etc.

Shackles - to display carcasses and allow for movement.

Host Commitments

- Pre-Event - Locate and transport animals to CDE site
Set-up pens
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Develop a 25 question test of the participant's knowledge of poultry production and management (All of the Above/None of the Above questions are not allowed)
Make sure all of the rings have plenty of room to walk around for students
- During Event - Monitor health of animals
Provide "Official" placings and cuts
- Post Event - Provide placings and reasons to non-reason participants
Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Poultry Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Practicum Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Animals & Product			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Pens	X		
Candlers	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Public Speaking LDE's (Creed, Extemporaneous & Prepared)

Anticipated Attendance: 30 students

Traditional Date: State FFA Convention (second week of June)

Facilities Required

Registration Area - must be indoors and open to allow registration processing for 30 individuals.

Room(s) - One (1) room is required use in orientation (capacity should be 60+).

Three (3) rooms are required for speech presentations.

One (1) room is required for extemporaneous speech preparation.

One (1) room is required for use as a holding room.

One (1) room is required for judges instructions and tabulation.

Restrooms - Both male and female facilities

Parking - sufficient space for 30 vehicles (busses, vans and cars)

Equipment Requirements

Tables - 1 for use in the registration area and 3 more in order to sort scoresheets (if card sorting is not in the registration area).

Chairs - 8 chairs in the registration area and seats for 40 participants prior to the event start-up.

Podiums/Lecterns - 3 are required, one in each presentation room

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

Pre-Event - Secure rooms

Prepare signage for the event

Provide contacts to IAVAT for any food, transportation, restroom and parking needs.

Locate and secure judges for the event (3 for each division) (1 additional judge for Extemporaneous Prep Room)

Locate and secure timers for the event (1 for each division)

Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, speeches, etc.

During Event - Coordinate judges training/orientation

Provide "Official" answers

Post Event - Release all contest exams, scenarios, practicums, etc. for training purposes

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the *Illinois FFA Public Speaking* Leadership Development Events. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ Proposed Location: _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Presentation Rooms	X		
Orientation Room			
Tabulation Room			
Holding Rooms	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Would you host the event in Springfield as a part of the State FFA Convention? _____

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Veterinary Science CDE

Anticipated Attendance: 150 students

Traditional Date: First Saturday of March

Facilities Required

Registration Area - must be out of the weather and open to allow the processing of registrations of 40 teams.

Space - Rooms (6) are required to display specimens and use for testing.

Restrooms - Both male and female facilities

Parking - sufficient space for 45 vehicles (busses, vans and cars)

Animals & Materials Required

Provide samples/ equipment for the four (4) practicums

One (1) of twenty-five (25) specimens/photos of: 1) veterinary equipment (13), 2) parasites (7) and 3) animal breeds (5)

Equipment Requirements

Tables - 2 for use in the registration area and 4 more in order to sort cards (if card sorting is not in the registration area).

Chairs - 8 chairs in the registration area. Plus seats for 150 participants prior to the event.

Trash cans - sufficient to allow for disposal of trash, food items, etc.

Host Commitments

- Pre-Event - Prepare a 25 question multiple-choice/True-False Written test
Prepare twenty-five (25) question multiple choice math practicum test created using the provided conversion chart.
Prepare four (4) "*Handling and Restraining/Clinical Procedures*" practicums.
Two Handling & Restraining Practicums
Two Clinical Practicums
Host is responsible for the care and rotation of live animals if used
Prepare signage for the event
Provide contacts to IAVAT for any food, transportation, restroom and parking needs.
Locate and Secure 8 practicum judges for the event
Coordinate communication with judges at least one week prior to the contest including but not limited to sending contest rules, rubrics, etc.
- During Event - Coordinate judges training/orientation
Provide "Official" answers
- Post Event - Provide placings and reasons to participants
Release all contest exams, scenarios, practicums, etc. for training purposes

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Transportation

Provide transportation to and from parking area for participants (only necessary if the parking is distant from the judging site)

Note: If the host cannot provide the transportation, they must provide contact information for a transportation service that can be used.

Consumables

Signage

Any items to maintain facility bio-security requirements (boot covers, etc)

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.

Host Proposal

Based on the materials provided, we would be interested in hosting the IAVAT Veterinary Science Career Development Event. The allocation of responsibilities and costs would be as follows.

Proposed Date: _____ **Proposed Location:** _____

Maximum capacity for students: _____

CDE Component	Host Responsibility	IAVAT Responsibility	Notes
Facilities			
Registration Area	X		
Practicum Rooms	X		
Exam Room	X		
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	
Animals & Equipment			
Locate & transport	X		
Evaluate and score	X		
Equipment			
Tables & Chairs	<input type="checkbox"/>	<input type="checkbox"/>	
Rings/Practicum Materials	X		
Trash Cans	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
Consumables	<input type="checkbox"/>	<input type="checkbox"/>	
On-site assistance from teachers	<input type="checkbox"/>	<input type="checkbox"/>	Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc.
Other (please list)			
Group Leaders	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Anticipated Cost to IAVAT

Item(s)	Quantity	Estimated Cost
Building Rental		
Rental (please list)		
Transportation		
Judges Honorarium		
Labor		
Other (please list)		

Proposal submitted by: _____

On a separate sheet of paper, please attach: 1) Maps of campus areas/buildings that are proposed for use at the event; 2) Whether you would be willing to host multiple events on the same day/time (if so please identify which CDE's); 3) Any information such as, professional development workshops for teachers during the event, scholarships and other pertinent information not previously covered.