

## FLOW OF EVENT PAPERWORK

Document	Destination	Delivery Method	Frequency	Due Date
Event Staffing Report "Staffing-Event-Year"	Dodi Coreson <a href="mailto:jatabulation@comcast.net">jatabulation@comcast.net</a>	Electronically	Every Event	No later than the <u>Sunday</u> following each event.
Master Tabulation Sheet "Tab-Event-Year"	Dodi Coreson <a href="mailto:jatabulation@comcast.net">jatabulation@comcast.net</a>	Electronically	Every Event	No later than the <u>Sunday</u> following each event.
Judges Director Self-Evaluation "Last Name-by Self-Event"	Michele Napier <a href="mailto:jaevaluation@comcast.net">jaevaluation@comcast.net</a>	Electronically	1 during the Category Season, 1 during the Traditional Season (If applicable to your schedule)	No later than the <u>Sunday</u> following the event at which you are Self-Evaluating (Designated by Eval. Dir.)
Judges Director's Evaluation of Judges "Last Name by JD Event"	Michele Napier <a href="mailto:jaevaluation@comcast.net">jaevaluation@comcast.net</a>	Electronically	Every Event	No later than the <u>Sunday</u> following each event.
Judges' Duplicated Tapes or Recordings*** "Last Name-Caption-Event"	Michele Napier 946 NW Valley View Drive Grants Pass, OR 97526 <a href="mailto:jaevaluation@comcast.net">jaevaluation@comcast.net</a>	Standard Mail or Electronically	For each event you JD, Michele will provide you a list of those judges that you will need to have "duplicate" their taped comments via the additional tape recorder or digital recorder. Please email Michele with any questions on this process.	Please mail or email by the <u>Sunday</u> following the event.
Judges Director's Survey of Education Exercise "Event – Survey"	Laurel McAfee 4122 NE 125th Pl. Portland, OR 97230 or <a href="mailto:jaeducation@comcast.net">jaeducation@comcast.net</a>	Standard Mail or Electronically	For each event you oversee, please submit a survey of the exercise, completed by you &/or the judges. Please email Education Director with any questions on this process.	Please mail by December for Category events, by March for Traditional events.
Judges' Individual Score Sheets	NONE	The individual judges' score sheets DO NOT need to be submitted to any staff member after each event. The Master Tabulation sheet is the only document relating to scoring that needs to be submitted post-events. Please keep the judges' original score sheets on file for approximately 1 month in the event a score(s) is contested and the original score sheets are needed for verification. After the 1 month "holding period" please dispose of the score sheets.		

\*\*\*Clarification: You, as the Judges Director, are not responsible for listening to and evaluating the judges' recorded comments; your evaluation of the judges is based on their performance during the event. The duplicated recordings that are made during the events are to be sent to Evaluation Director for formal evaluation.