

# EDWARD K. ALDAG, JR. BUSINESS PLAN COMPETITION

April 11

## Facilitator Checklist

- ✓ Attend the welcome session at 12:30
- ✓ When finished, move to your room (use the link from My Speaking Schedule, on bottom of the left section on home page in Accelevents). This is important because it allows you to enter the room early.
- ✓ Review agenda (shows times for various teams)
- ✓ We do not have a separate timekeeper, so please keep an eye on the time. There is no set time limit per judge as it all depends on the number of judges in your room. It will be important to move the teams and judges along so each judge can ask at least one question. We have set it up in the past so each judge asks one question, and then if there is additional time, judges get time for a 2nd question.
- ✓ People will start entering 2 minutes before the starting time. Judges should have videos on, but the participants should have videos off. They can turn their videos on by themselves, but the setting is off to start. Microphones also are off at the start. You are set up as a moderator in Accelevents, so you can change any participant's setting to mute and video off (if they turn them on).
- ✓ It will be up to you to announce the next team and then ask presenting members to turn on videos and the speakers should turn on microphones when they speak.
- ✓ Each team has 5 minutes for introductions; remind judges of the business and introduce the members present. Then you have 15 minutes for Q&A.
- ✓ When one team is done, ask them to turn video and microphones off and then ask the next team to go 'on stage.'
- ✓ When all teams are finished, please ask the students to leave the workshop room.
- ✓ **Remind the students that At 4 pm students should move to the networking session (it says "Networking" in the left column on the Accelevents, AEI Hub, home page). They will have a speed networking session with 7 minutes per person.**
- ✓ You can remind them that we will post the people who proceed to day 2 in the lobby in Accelevents and on the Aldag web site. We also will come back to the main stage at 6:30 pm to announce the same information; those sessions are recorded.
- ✓ You and the other judges deliberate and determine who you want to move forward to day 2 and/ or recommend for other prizes that do not require a day 2 competition.

You will have access to a google sheet to record who you recommend. If there is a tie or you want some assistance, contact Theresa at 734.846.2206 -call or text.

- ✓ We will provide you with the responses from the on-line judge forms. This is a great way to start the discussion, but you are not held to the results. We think the form and scoring starts the discussion, but we want the answers to the Q&A and your assessment to determine who you want to send forward or recommend for prizes.
- ✓ For the grand prize room, we do prefer teams that are staying in Tuscaloosa as we ask them to participate in the summer Crimson Entrepreneurship Academy pre-accelerator program (at least one team member).
- ✓ We usually have had some last-minute cancellations, so if a team is missing, please just keep moving forward. If they show up late, it's up to you if you want to let them participate at another time. However, some teams are assigned specific spots due to conflicts with classes, so they may not be there to move forward.

If you have any questions, please try to contact Theresa or Jenni first. If they are not available, then contact Sabrina or Kim. We will all be together at The EDGE so we can track down the right person to answer a question (or at least try).

Theresa's cell #      734-846-2206

Jenni's cell #      205-657-1813

Sabrina's cell #      205-454-2201

Kim's cell #      205-792-1181

Thank you so very much for helping us with this competition. It's a great learning experience for our students, and we can't do it without you.