**Agricultural Business CDE**

**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

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agricultural Communications CDE**

**Anticipated Attendance:** 40 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) – one (1) room is required for use as a team presentation rooms.

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

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 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

Computer lab – Multiple computers with Adobe Premier Pro, WordPress, and Microsoft Word

Easel

Projector Screen

**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

**Consumables**

Signage

Score Cards

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agricultural Education CDE**

**Anticipated Attendance:** 10 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 10 individuals.

Room(s) – One (1) room is required for use as a presentation rooms.

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.

Seven (7) chairs for use by the “students” in the presentation room.

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

Computer & Projector – Laptop for student presenter

Easel

Projector Screen

**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

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agricultural Issues CDE**

**Anticipated Attendance:** 25 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) – one (1) room is required for use as a presentation rooms.

1. Waiting room for participants and/or teachers
2. 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 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 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

**Consumables**

Signage

Score Cards

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agricultural Mechanics CDE**

**Anticipated Attendance:** 130 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 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, oxyacetylene brazing, and oxyacetylene cutting stations to use in the welding phase.

**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

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

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

***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:**

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| --- | --- | --- | --- |
| **CDE Component** | **Host Responsibility** | **IAVAT Responsibility** | **Notes** |
| Facilities |  |  |  |
| Registration Area | X |  |  |
| Cooler | X |  |  |
| Exercise Completion Area | X |  |  |
| Testing Room | X |  |  |
| Parking |  |  |  |
| Restrooms |  |  |  |
| Product |  |  |  |
| Locate & transport | X |  |  |
| Evaluate and score | X |  |  |
| Equipment |  |  |  |
| Tables & Chairs |  |  |  |
| Pens | X |  |  |
| Trash Cans |  |  |  |
| Transportation |  |  |  |
| Consumables |  |  |  |
| On-site assistance from teachers |  |  | Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc. |
| Other (please list) |  |  |  |
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**Anticipated Cost to IAVAT**

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agricultural Sales CDE**

**Anticipated Attendance:** 60 students

**Traditional Date:** Second Saturday in December

**Facilities Required**

Registration Area – must be indoors and open to allow registration processing for 15 teams.

Exhibit area –none

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 rooms are required for the Individual Sales Activity.

Restrooms – Both male and female facilities

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

**Products Required**

None.

**Equipment Requirements**

Tables – 1 for use in the registration area and 3 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 12 participants prior to the event start-up.

Space – See “Rooms” above.

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

**Host Commitments**

Pre-Event - Prepare a multiple-choice/True-False Written test

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

Locate and secure timer – 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

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

***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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CDE Component** | **Host Responsibility** | **IAVAT Responsibility** | **Notes** |
| Facilities |  |  |  |
| Registration Area | X |  |  |
| Sales Presentation Rooms | X |  |  |
| Testing Room | X |  |  |
| Parking |  |  |  |
| Restrooms |  |  |  |
| Product |  |  |  |
| Locate & transport | X |  |  |
| Evaluate and score | X |  |  |
| Equipment |  |  |  |
| Tables & Chairs |  |  |  |
| Trash Cans |  |  |  |
| Transportation |  |  |  |
| Consumables |  |  |  |
| On-site assistance from teachers |  |  | Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc. |
| Other (please list) |  |  |  |
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**Anticipated Cost to IAVAT**

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agronomy CDE**

**Anticipated Attendance:** 175 students

**Traditional Date:** Second Saturday in December

**Facilities Required**

Registration Area – must be indoors and open to allow registration processing for 45 teams.

Exhibit area –Display space is required to display seven (7) classes of seed and plant 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 45 vehicles (busses, vans and cars)

**Products Required**

Four (4) rings from the following:

1. Corn (to be judged as market corn)
2. Soybeans (to be judged as seed)
3. Wheat (to be judged as seed)
4. Oats (to be judged as seed)
5. Silage (to be judged as feed)
6. 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.

**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 175 participants prior to the event start-up.

Space – 8 areas of sufficient size to allow 30 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

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

**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)

***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:**

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| --- | --- | --- | --- |
| **CDE Component** | **Host Responsibility** | **IAVAT Responsibility** | **Notes** |
| Facilities |  |  |  |
| Registration Area | X |  |  |
| Cooler | X |  |  |
| Display Area | X |  |  |
| Testing Room | X |  |  |
| Parking |  |  |  |
| Restrooms |  |  |  |
| Product |  |  |  |
| Locate & transport | X |  |  |
| Evaluate and score | X |  |  |
| Equipment |  |  |  |
| Tables & Chairs |  |  |  |
| Pens | X |  |  |
| Trash Cans |  |  |  |
| Transportation |  |  |  |
| Consumables |  |  |  |
| On-site assistance from teachers |  |  | Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc. |
| Other (please list) |  |  |  |
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**Anticipated Cost to IAVAT**

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conduct of Chapter Meetings CDE**

**Anticipated Attendance:** 35 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 35 individuals.

Room(s) –

1. Waiting room for participants and/or teachers
2. Registration area/room
3. Testing room
4. 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

Two (2) tables for participants in the presentation room

Chairs – Two (2) chairs in the registration area. Plus 25 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

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

Podium

**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

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

Indoor pens – See above

Room(s) – two (2) rooms are required for use in the hands-on general knowledge portion of the event

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)

**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 275 participants prior to the event start-up.

Arena – multiple areas of sufficient size to allow animals to led freely and allow 55 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.

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)

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

Indoor pens – See above

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 placed on type. (4 animals per ring)

**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 15 participants prior to the event start-up.

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 and cuts

Locate and secure judge for handler presentations

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)

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dairy Foods CDE**

**Anticipated Attendance:** 210 students

**Traditional Date:** Second Saturday in December

**Facilities Required**

Registration Area – must 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 five (5) 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**

Five (5) rings from the following:

a. Milk samples (10 samples)

c. Cheese identification (10 samples)

d. California Mastitis Test (4 samples)

e. 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 180 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

**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)

***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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **CDE Component** | **Host Responsibility** | **IAVAT Responsibility** | **Notes** |
| Facilities |  |  |  |
| Registration Area | X |  |  |
| Display Area | X |  |  |
| Testing Room | X |  |  |
| Parking |  |  |  |
| Restrooms |  |  |  |
| Product |  |  |  |
| Locate & transport | X |  |  |
| Evaluate and score | X |  |  |
| Equipment |  |  |  |
| Tables & Chairs |  |  |  |
| Pens | X |  |  |
| Trash Cans |  |  |  |
| Transportation |  |  |  |
| Consumables |  |  |  |
| On-site assistance from teachers |  |  | Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc. |
| Other (please list) |  |  |  |
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**Anticipated Cost to IAVAT**

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food Science CDE**

**Anticipated Attendance:** 80 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 seven (7) classes of seed and plant samples.

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

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

One (1) room is required for use in the Sensory Evaluation 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

Sufficient food product to conduct three (3) different Triangle tests.

Sufficient food product to conduct three (3) separate Difference tests.

One (1) ring of six (6) sample aromas.

One (1) situational customer complaint problem

One (1) marketing situation problem

**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 80 participants prior to the event start-up.

Space – 8 areas of sufficient size to allow 15 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 meat product formulation.

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

**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)

***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:**

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| --- | --- | --- | --- |
| **CDE Component** | **Host Responsibility** | **IAVAT Responsibility** | **Notes** |
| Facilities |  |  |  |
| Registration Area | X |  |  |
| Cooler | X |  |  |
| Display Area | X |  |  |
| Testing Room | X |  |  |
| Parking |  |  |  |
| Restrooms |  |  |  |
| Product |  |  |  |
| Locate & transport | X |  |  |
| Evaluate and score | X |  |  |
| Equipment |  |  |  |
| Tables & Chairs |  |  |  |
| Pens | X |  |  |
| Trash Cans |  |  |  |
| Transportation |  |  |  |
| Consumables |  |  |  |
| On-site assistance from teachers |  |  | Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc. |
| Other (please list) |  |  |  |
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**Anticipated Cost to IAVAT**

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forestry CDE**

**Anticipated Attendance:** 75 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 20 teams.

Exhibit area –Display space is required to display seven (7) classes of seed and plant samples.

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.

One (1) room in which to conduct practicums.

Restrooms – Both male and female facilities

Parking – sufficient space for 25 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.

One (1) ring of ten (10) trees to measure for board volume.

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 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 220 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

**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)

***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:**

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| --- | --- | --- | --- |
| **CDE Component** | **Host Responsibility** | **IAVAT Responsibility** | **Notes** |
| Facilities |  |  |  |
| Registration Area | X |  |  |
| Cooler | X |  |  |
| Display Area | X |  |  |
| Timber Area | X |  |  |
| Testing Room | X |  |  |
| Parking |  |  |  |
| Restrooms |  |  |  |
| Product |  |  |  |
| Locate & transport | X |  |  |
| Evaluate and score | X |  |  |
| Equipment |  |  |  |
| Tables & Chairs |  |  |  |
| Pens | X |  |  |
| Trash Cans |  |  |  |
| Transportation |  |  |  |
| Consumables |  |  |  |
| On-site assistance from teachers |  |  | Including, but not limited to, serving as ring superintendents, group leaders, timers, exam proctors, clean-up workers, etc. |
| Other (please list) |  |  |  |
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**Anticipated Cost to IAVAT**

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Horse Evaluation CDE**

**Anticipated Attendance:** 220 students (160 non-reasons and 60 reasons)

**Traditional Date:** Second Saturday in September

**Facilities Required**

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

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

Indoor pens – Either indoor pens (8) or an arena 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 50 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 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 220 participants prior to the event start-up.

Pens – 8 pens of sufficient size (or equivalent) to allow animals to move freely and allow 75 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

**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)

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Horticulture CDE**

**Anticipated Attendance:** 200 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 35 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 cards (if card Sorting is not in the registration area).

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

Pens – 8 pens of sufficient size (or equivalent) to allow animals to move freely and allow 75 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 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

**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)

***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:**

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

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| --- | --- | --- |
| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Interview CDE**

**Anticipated Attendance:** 20 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 20 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 20 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 40 seats in waiting room for participants and teachers prior to the event start-up.

Computer – preferably a PC compatible 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

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Land Use CDE**

**Anticipated Attendance:** 125 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 35 teams.

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

Restrooms – Both male and female facilities

Parking – sufficient space for 40 vehicles (busses, vans and cars)

**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 125 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

Prepare signage for the event

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

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

**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)

**Rotation**

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

District 2 will have first rights at hosting the contest in 2020 & 2021

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

***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:**

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

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| --- | --- | --- |
| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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|  |  |  |
| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Livestock CDE**

**Anticipated Attendance:** 570 students (470 non-reasons and 100 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 125 teams.

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

Indoor pens – Either indoor pens (8) or an arena 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 130 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 cards (if card Sorting is not in the registration area).

Chairs – 8 chairs in the registration area. Plus seats for 570 participants prior to the event start-up.

Pens – 8 pens of sufficient size to allow animals to move freely and allow 75 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

**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)

***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:**

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

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| --- | --- | --- |
| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meats Evaluation and Technology CDE**

**Anticipated Attendance:** 110 students

**Traditional Date:** Second Saturday in December

**Facilities Required**

Registration Area – must be indoors and open to allow registration processing for 25 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 30 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 110 participants prior to the event start-up.

Space – 8 areas of sufficient size to allow 15 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

**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)

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parliamentary Procedure CDE**

**Anticipated Attendance:** 60 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 60 individuals.

Room(s) –

1. Waiting room for participants and/or teachers
2. Registration area/room
3. Testing room
4. Presentation room
5. Secretary Judges 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

Two (2) tables for secretaries and judges in Secretary Judges Room

Chairs – Two (2) chairs in the registration area. Plus 25 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

Four (4) chairs for use by judges and secretaries in Secretary Judges Room

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

**Host Commitments**

Pre-Event - Locate and secure parliamentarian – 1

Locate and secure chair judges – 2-3

Locate and secure secretary 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

***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:**

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

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| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
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| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Poultry CDE**

**Anticipated Attendance:** 200 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 45 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 50 vehicles (busses, vans and cars)

**Animals & Product Required**

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

One ring of ready to cook carcasses (4 animals) 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 130 participants prior to the event start-up.

Cages – 16 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.

**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.

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)

***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:**

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

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
|  |  |  |
|  |  |  |
| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
|  |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Public Speaking CDE’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.

Exhibit area –none

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.

Two (2) rooms are 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)

**Products Required**

None.

**Equipment Requirements**

Tables – 1 for use in the registration area and 3 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 12 participants prior to the event start-up.

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

Space – See “Rooms” above.

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)

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

***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:**

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

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
|  |  |  |
|  |  |  |
| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Veterinary Science CDE**

**Anticipated Attendance:** 100 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 25 teams.

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

Restrooms – Both male and female facilities

Parking – sufficient space for 30 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 100 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

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

**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)

***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:**

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

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Quantity** | **Estimated Cost** |
| Building Rental |  |  |
| Rental (please list) |  |  |
|  |  |  |
|  |  |  |
| Transportation |  |  |
| Judges Honorarium |  |  |
| Labor |  |  |
| Other (please list) |  |  |
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Would you host the event in Springfield as a part of the State FFA Convention?

Proposal submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. 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.
2. Description of Facilities
3. Any transportation needs between parking, registration, and contest site
4. Who will serve as the officials for each event?
5. What are estimated costs to be incurred by both host and IAVAT?
6. What volunteer responsibilities (group leaders, room monitors, etc.) will be incurred by both host and IAVAT?
7. Are there other components you would like to consider adding to a contest that align with Nationals? (Example: Test)
8. Do you have additional capacity to host other new divisions (middle school/alternate divisions) not currently offered?
9. What Rest Room facilities or alternate arrangements will be made
10. Food availability – meals for judges, concessions for participants, etc.
11. Any professional development or other opportunities that could be provided to teachers or students while at your facility.
12. Any potential partnership your facility may be able to offer with other industry/alumni.
13. Any potential scholarships that may be offered to contest winning teams and/or individuals by your institution or another partner.
14. Any other comments, concerns, or other pertinent information you would like addressed when evaluating these bids