Your First SkillsUSA

It's our honor and privilege to bring your team to this culmination of efforts, your first Facilithon competition at your state SkillsUSA conference. Your chapter and FM Pipeline Team’s reputation are on the line each time this occurs, so we work hard to ensure you look like a rock star and you impress the SkillsUSA students and staff with your professionalism and poise. We know the landscape well and will help you get your ducks in a row prior to your event to crush it with the FM Pipeline team.

1. **Follow the Chapter Navigator & Roadmap** to the T. Really, with few exceptions, this method works best, despite any individual state differences. Take every opportunity to advance without tripping.
2. **Engagement and Agreement with SkillsUSA Staff** Your state director will determine whether Facilithon can run at State. This isn’t something you discuss till year #2; we need to earn street credit first.
3. **Enrolling** States have advance registration through early March, typically SkillsUSA instructor-advisors.
4. **Count** In early March, you’ll get your primary participant count. The number is derivative of how much marketing effort you put in early in the year, at fall leadership, district/regional conferences and meetings.
5. **Ad-Hoc Registration** In some states, we’ve been allowed to sign students up who have completed their other competitions to take Facilithon, upping our participant count beyond the formal sign-ups. Each additional student is a win. We ask for this permission per state.
6. **Scholarship for winner**— Not mandatory, yet intrigues students and proves your worth to SkillsUSA
7. **Booth** Rent a booth space each year to help offset SkillsUSA's operating costs for hall rental; sometimes that’s our signup and check-in location in addition to general public relations. Dial this up in March.
8. **Dedicated Space** In order to run the Facilithon; we need a common area we can use for both test-taking and student role-play prep and private rooms (tiny) to do the role-play and FM challenge parts. This is negotiated with the state SkillsUSA team in exchange for booth payment, really. If space is lacking, We oft use space from events that have already run.
9. **Print Posters** for your booth and sign-up table. Print “Perfect Student” leaflets to hand out.
10. **Order Party Hardhats** Give to students upon completion. “Future FM” stickers on our website docs.
11. **Scantron** Ask if SkillsUSA has Scantron test sheets available. Otherwise we print alternate score sheets.
12. **Volunteers** Get a solid volunteer count. Your March and April Chapter meetings are best for recruiting. Recruit enough volunteers to the following: 1 Ea. Champion & Event Manager, 2 judges per 8 students/4 Hr shift, 1 test/role-play prep proctor, 2 Booth Attendees & 2+ extras to cover you and SkillsUSA’s contingency needs. So, if you’ve got 24 students, you’ll need three 2-judge shifts.
   - We have short Power Point decks for you to use.
13. **FM Pipeline Publishes Facilithon Docs**— Test, Role-Play & FM Challenge sheets distributed via email the day before. Print scoring, signup sheets and judges’ instructions to acquaint your team in Early April.
14. **Judges Mixer** Plan to assemble as many potential judges at a watering hole a day or two ahead of your event to talk about it, share judges instructions, come up with new ideas and just have fun. This is your first big run, savor your work here and at awards time. Get this on your events calendar in March.
15. **Day of Show** Go to SkillsUSA event office, pick up Scantron sheets and your Event Packet, including the Scoring Jump-Drive & 1st/2nd/3rd-Place Winners sheet. They get filled out before awards.
16. **Student Briefing** Times are dictated by SkillsUSA, typically at your event’s beginning. Get your students’ role-plays scheduled up right then. Some students will have additional events to schedule around. Additional slots can be filled ad-hoc with new enrollees.
17. **Manage Your Event** Students can take the test part at any hour. Give students 15 minutes to read role-play and write notes on blank sheet of paper. Upon 15 minute prep, escort them to interview rooms when judges are ready for role-play and FM challenge—allow 25 Min/student. MANAGE YOUR TIMES.
18. **Take tons of Pictures, Competitor information & video Interviews** So you can share the thrill with your chapter! Share on FM Pipeline Dropbox for future marketing materials. Great Job, Celebrate!!!