Post-Event Tasks

Submit Competition Score Sheet to AISC

Immediately following the event, the host school must email the completed scoring spreadsheet to universityprograms@aisc.org. Instructions on how to email the results are in the scoring spreadsheet. The Rules Committee must have this spreadsheet as soon as possible after the competition so that they have a basis for evaluating appeals.   Also, they cannot send invitations to the National Finals until this spreadsheet is received. The physical judging data forms should be kept for several weeks in case there are appeals that must be resolved by the Rules Committee.

Inventory and Pack Equipment for Future Host

Conduct a final inventory of the equipment using the inventory checklist sent you prior to your event, this is also listed in Appendix 2. Please note if any equipment is broken, damaged, or missing so that AISC can provide a replacement for next year's host. Repack the equipment so that it will not be damaged in transit. Please submit your inventory checklist within 2 weeks after your event to Sean Faron at faron@aisc.org

Submit Post Regional Event Report to AISC

Your post-regional event report can be found here. Please submit your post regional event report and attachments within 60 days after your event to Sean Faron at faron@aisc.org

Thank Judges, Volunteers and Sponsors

Send a thank you letter to those who helped make your competition a success!

Post-Regional Event Report

Your post-regional event report consists of this form and attachments as indicated. please submit your post regional event report and attachments within <u>60 days of your event</u> to Sean Faron at faron@aisc.org

General Information

Date _____   Region _____

Host School _____

Required Attachments

AISC asks that you please provide these items from your SSBC- regional event:

♦ registration report (including individual registrations)
♦ financial summary
♦ ssbc regional event agenda & activities

Optional Attachments

Be considerate of next year's host! You might also upload:

♦ a full agenda of your asce conference to assist future hosts with planning a regional event on the same weekend
♦ a statement of the positive/negative aspects of your competition, including planning, organization, implementation and follow-up
♦ suggestions for next year's host

> *Please submit your post regional event report and attachments to Sean Faron at faron@aisc.org*