

SkillM&E – Host checklist & competition schedule

The purpose of this checklist and competition schedule is to help the host College plan and prepare for the SkillM&E regional competitions or preliminary UK heats. The schedule identifies the main activity that will take place before, during and after the competition.

Competition Schedule (3-days)

Day	Timing	Activity
Day 1	Approx 2 – 5pm	SummitSkills events team will arrive, and support college team in distribution of previously delivered competition materials into college prepared competition area / bays.
Day 2	07:30am 08:00am 08:30 – 09:00	Competitors arrive for safety induction, briefing and technical talk from lead judges. Competitors will also be allocated their competition bays. Competitors to undertake practical assessment 6 hour task, with Lunch set to suit schedule.
Day 2	8am to 4pm	During the competition there will be a number of exhibition stands from sponsors, we would welcome the host to encourage local suppliers and manufacturers to come along. We would also expect various visitors (local schools, employers, sponsors and college tutors etc.) to come and visit the competition. We would welcome any support the host could make to invite other local employers and stakeholders.
Day 2	4:00pm	Competition closes and judging begins
Day 2	4pm to 6pm	Competitors to leave competition area and judging to take place.
Day 2	6pm to 7pm	Award ceremony (either on or off campus)
Day 3	09:00	SummitSkills team de – commission materials

Host Checklist

Activity	√
<ul style="list-style-type: none"> Insurance liability document signed and returned to SummitSkills 	
<ul style="list-style-type: none"> All relevant staff (curriculum, reception & support teams) briefed and informed about the competition. 	
<ul style="list-style-type: none"> College PR & Communications team briefed about the competition (to warm up local press releases and radio about the event) 	
<ul style="list-style-type: none"> College SMT or executive notified about the event. There will be an opportunity for a college VIP to be involved in the awards ceremony (handing over prizes etc.) 	
<ul style="list-style-type: none"> Arrange with Estates team for early arrival to on day 2 (approx 07.00) and late departure (likely to be around 7 – 7.30pm) 	
<ul style="list-style-type: none"> All competition bays cleared and prepared (wall spaces clean etc.) prior to the competition. 	
<ul style="list-style-type: none"> Access to workshops available for all 3 days. We will need space for all competitors (numbers will be confirmed prior to the event) and space for sponsors to display banner stands and promotional literature (approx 4-6 bays with tables) 	
<ul style="list-style-type: none"> All materials delivered (from sponsors) available for inspection and distribution to competition bays on day1 	
<ul style="list-style-type: none"> Car parking reserved for day 2– we will need approx 30 spaces 	
<ul style="list-style-type: none"> Lockable storage available from Day 1 afternoon 	
<ul style="list-style-type: none"> Classroom available for Day 2 morning to conduct competition briefing. SummitSkills base room throughout competition days 	
<ul style="list-style-type: none"> Arrange lunch for competitors and events team for day 2 (for discussion) 	
<ul style="list-style-type: none"> Invite local suppliers, employers and schools to visit the competition on day 2 	
<ul style="list-style-type: none"> Invite other construction related students to visit the competition. This would be particularly interesting to the any full-time students you may have at the college, who may be interested in a career in the BSE sector. 	
<ul style="list-style-type: none"> Support in house awards ceremony with attendance and input from senior staff member of college. Day 3 SummitSkills team re commission suitable components. 	