

**2009 Rice Business Plan Competition
Runner Task Descriptions**

Room Runner

General Instructions:

- **Check-in at the registration desk when you arrive. You need to check-in 15 minutes earlier to your start time.**
 - Be present in your assigned room from
 - Thursday - 1:00 - 5:30 pm
 - Friday - 8:30 am - 2:30 pm
 - Saturday - 8:45 am - 11:15 am for Challenge and Wildcard rounds
 - Saturday - 12:00 - 4:30 pm for Finals
- **Check on the number of judges in your flight.** If there are less than two judges, inform Ravi Stewart or Yanette Jimenez at the registration desk. Before leaving the room to inform Ravi or Yanette, let moderator/timekeeper know you are leaving the room.
- You are responsible for having the teams in place and ready to go into the presentation rooms. You will be provided with the Presenting Team's Leader contact information. In case they are not already ready outside the presenting room, contact the Presenting Team Leader.
- Familiarize yourself with the teams in your flight, and their assigned breakout rooms. Before the previous team has finished answering questions, go and collect the next team and escort them to their assigned presenting room. They may be admitted to begin setting up for their presentation, as soon as the previous team has left.
- "Presentation in progress – DO NOT ENTER" signs will be available for you to hang on each door. **Please post on the glass and not the wood.** This will be enforced by the Dean.
- **Prevent teams that have not presented from entering the room and viewing other team's presentations.** You can recruit other Rice students to assist you here.
- Non-competing students (if applicable), students who have already presented, and the public are allowed to watch presentations.
- Teams that are not presenting in your flight (i.e. not in the Flight Schedule to present in your room) are allowed to watch the presentation.
- During lunch, we need to "guard" the room. Room Moderator, Timekeeper, and Runner need to divide their time each guarding the room during the 1 hr lunch.
- Run errands for Room Moderator, Timekeeper, and/or Judges so they don't have to leave the room.

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Thursday – Elevator Pitch

- Make sure the Tent cards for the students is placed in order
- Assist with the distribution of the Scoring Sheets to Judges
- At the end of the Elevator Pitch Session, collect the Scoring Sheets from the Judges

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Friday, April 17

- You are responsible for having the teams in place and ready to go into the presentation rooms. You will be provided with the Presenting Team Leader's contact information. In case they are not already ready outside the presenting room, contact them.
- At 2.30, collect the Ranking sheets from judges and deliver it to the Scoring Room 126.
- After each presentation, assist Moderator/ Timekeeper to place each team's Feedback Form in a separate envelope and take the completed scorecards to **Lead Scorer** at the registration desk at 4.45pm.

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Saturday, April 18

- After the Wildcard Round and Finals, as soon as the last Team has presented and the judges are leaving, stand outside the room (Shell Auditorium) to collect the Ranking Sheets from EACH JUDGE. This is a 1-page form that ranks all 6 teams from highest to lowest.
- Have the presenting teams ready, outside the room.
- After the Challenge round, collect all the Ranking sheets from the Judges