



## ROOM MONITORS

Room monitors are valuable volunteers that ensure the day runs smoothly for students. They do not have to interview or evaluate any students, but they do have the important role of wishing students “good luck!” before judging.

### KEY ROLES

- ⇒ **Craft a welcoming environment outside the room.**
  - Keep the conversation positive and energized.
  - Try to calm as many nerves as possible, this is a big day!
- ⇒ **Make sure everyone is where they are supposed to be.**
  - Judges are all present and ready in the judge room.
  - The correct student is present at the given time.
- ⇒ **Ensure the schedule is followed.**
  - As in, judges are not going over the allotted time or starting early.
  - Students arrive on time and are ready to go.
- ⇒ **Maintain a low noise level in the hall.**
  - Noise can interfere with what is happening in the room.
  - Keep conversations, celebrations or interview practice to a low volume.
- ⇒ **Liaison between NHD staff.**
  - Contact us with issues or questions.
  - Pass along questions that arise in your room if judges cannot step out.

### HOW TO PREPARE

- ⇒ View the program – goes *LIVE* one week before the contest.
- ⇒ Browse our website ([wisconsinhistory.org/nhd](http://wisconsinhistory.org/nhd)) to learn about NHD projects.
- ⇒ Smile more 😊

### OTHER LOGISTICS

- ⇒ If interested, [sign up here!](#)
- ⇒ We suggest you dress business casual because students do dress up and they enjoy seeing volunteers take it seriously, too!
- ⇒ Time commitment is typically 4-5 hours which includes volunteer orientation, room monitoring, and food. Watch for an email about a week before the contest with more details!