

## HOALTC Ambassador Instructions

1. Ambassadors are expected to attend one of the training sessions at 4:30 PM or 5:00 PM on Friday for Friday or Saturday events, or at 7:30 PM Friday or 7:00 AM Saturday for Saturday events. The Church Coordinator will be advised of the location, or come to LTC Central for directions. You will meet your Event Coordinator, get questions answered, and confirm the exact time and location of your event. Note: training for **Display Events** is held at the beginning of the judging at the location of the event; do not attend one of these 4 training sessions.
2. Train a replacement if you cannot be an ambassador in your time period, and notify the Event Coordinator or ask LTC Central to notify them if you cannot locate the Event Coordinator. Do not double schedule time or plan on an event being over early so you can be somewhere else.
3. Arrive at the event 10 minutes before starting time to help the Event Coordinator and judges with any last minute preparations needed.
4. Reviewing the Rules for the event in advance will enable you to be a better Ambassador. Ask the Event Coordinator any questions you may have.
5. Do not converse with parents, participants, church coordinators, or other ambassadors during the event. Direct anyone with questions or comments to the Event Coordinator. Keep the entire area outside the event as quiet as a library.
6. For individual events:  
Identify participants when they arrive at the event room, and seat them in order of participation in the front row. Borrow a participant list from a judge if needed. Notify the judges when the participants are all seated, and then proceed out of the room and stand at the door to keep the hall quiet. The names of the participants and order is posted outside the door so you can be aware of progress, the participants and spectators will leave on their own when the last participant has finished .
7. For group events:  
Meet the groups at the staging area (the Event Coordinator will advise the location). Obtain the team sheet from the coach, and at the appropriate time walk the group to the event room, encouraging the team to be as quiet as possible. Lead the group to enter the room down the side aisle that the steps to the stage are on, since the aisle is wider on that side. After you get a signal that the team is ready from the coach, walk away from the stage down the center aisle and make the following announcement from the team sheet:

"Please join me in welcoming:  
team **100-01** from **Central Church of Christ** in **Springfield, Kansas**"

and then hand the team sheet to a judge (be sure to set that up before the event). (Note that the city of the church is not printing on the team sheet; you will have to ask the team coach and write it in if needed to remember.). Then proceed out of the room and stand at the door to keep the hall quiet. You will hear the applause at the end of the event, which is your prompt to open the door for the departing participants and spectators. At this point you will usually go to the staging area to get your next group so they can enter the event room at the correct time.
8. Groups can **NEVER START EARLY**. There will always be a parent that was not present and misses the performance. Just wait for the correct time, even if you have more than one no-show.