



Getting the Team Ready

America in Bloom

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Who is Doing What?

Lead Advisor

- Call to Co-Advisor
- Introduction
- Plan of action
- Discussion on how to handle responsibilities
- Check in with Co-Advisor when travel arrangements are complete to confirm
- Exchange contact information and itinerary
- Talk a week before leaving on trip
- Contact communities



Additional Preparation

- Copy co-advisor on communications
- Print out and read community profile
 - Highlight and note possible questions
- **Print out and read through previous evaluations**
- Review community website and local newspapers
- When packing:
 - Check the weather
 - Bring umbrella and jacket and comfortable shoes
 - Bring AIB name tag and shirt(s)
 - Leave room in your luggage



Co-Advisor

- Read community profile for each community
 - Make notes
- Read past evaluations
- Review community website and newspapers
- Call Lead Advisor with any questions
- Work collaboratively with Lead Advisor
- Prepare and bring all necessary devices



Packet Preparation

- Judges guide
- Copy of Community Profile
- Copy of previous evaluations
- Blank evaluation
- Community Contacts
- AIB Contacts
- Itinerary and e-tickets
- Tour schedule
- Business Cards
- Thank you notes
- Door Hangers
- Special awards
- Outstanding Achievement Awards
- Participation Guide
- Notebook
- Symposium brochure
- Lots of pens (preferably those with a spring and a clip)
- Highlighter
- Thumb drive
- What If.....



Device Management

- Camera, Laptop, Phone
- Batteries
- Clean Memory Card
- Backup (iPhone, small camera, Co-Judge)
- Charger/Power cord
- If driving, a charger that can plug into a cigarette lighter



Device Management

- Both judges need to be prepared with a working laptop on the road
- Download information from the AIB Advisor Website at www.americainbloom.org/advisors-forms
- Set up a file for each community
- Evaluation
 - Fill in as much information as possible
- Outstanding Achievement Award
- Special Awards
- Ability to download to laptop each evening
 - label file with location and day/date
- What if one judge uses an iPad?



Getting it Done on the Road

While in the community:

- Assurance of time allotment from community
- Determine who will write up each award but take notes on all criteria
- Focus, Focus, Focus
- This is the best time to get as much done as possible (while information is fresh)
- Write highlights in brief notes for each criterion after day 1 and again after day 2
- Start to list possible Outstanding Achievement and Special Awards
 - Review after day two and confirm which ones will be written
- Consider pre-scoring after day one to get an idea of additional questions to be asked/answered the next day
- Grade the community after day two
- Make a list of questions each evening for the communities
- Start to work on the evaluations
- Set time goals



Thank You!

