

1. Make Sure that the student is prepared for safety.
 - Safety Glasses On
 - Appropriate clothes are worn (shirt, pants, etc.)
 - Make sure the student is not wearing any dangling jewelry (necklace, bracelet, etc.)
 - Make sure that if the student has long hair that it is tied back so as not to get caught up in a piece of operating power equipment.
2. Proctor needs to be aware of and will need the following tools:
 - Short Level
 - Tape Measure
 - Electronic Device for Taking Photos and a short video (Iphone or Android will suffice)
 - Method of keeping time (watch or phone)
 - There is a 4 hour time limit on this project.
 - Student cannot start the project until the proctor says go. This includes pre-looking at the plans.
 - There is no assistance allowed on the layout, measuring, assembly, or operation of the project. The only assistance can be safety related or equipment operation instruction.
3. Prior to the project starting,
 - a. please take the time to refer to the specific equipment list in the project instruction packet to make sure the student has the necessary tools and equipment to perform the project. The recommended tools, as well as alternatives, are shown on our equipment and tool list.
 - b. please refer to our specific materials and hardware list in the project instruction packet to make sure that the necessary materials are present to complete the task. Please note that hardware and fasteners have been provided in an orange "Salice Swag Bag" that are necessary for the project. Please also know that the plywood can be any 4' x 8' x $\frac{3}{4}$ " thick cabinet grade quality plywood and the same goes for the 4 x 8 x $\frac{1}{4}$ " Backer Board. It does not have to specifically be birch.
4. After the contest starts
 - a. As the student begins to draw out their measurements on the plywood to create their cut list for their cabinet parts, please take a picture of the student drawing these out on the plywood.
 - b. As the student begins to perform cutting operation on either a table saw, vertical panel saw or a handheld circular skill saw with a very good straight edge, please first make sure that they are doing that safely. If the student needs instruction on proper use of the equipment or how to safely operate the piece of equipment, then please take time to give this instruction. Once the student is safely in the cutting process, please take a photo of this operation.
 - c. Take a photo during the initial assembly of the cabinet, specifically when they are fastening the outer box (side panels, base, top)
 - d. Take a photo of the assembled drawer.
 - e. Take a photo of the door hinges being installed.
 - f. Take a photo of the drawer slides being installed.

- g. Once the door is installed onto the front of the cabinet with the hinges, and the drawer is installed into the cabinet with hinges and drawer slides operational, please take a short video of the door opening on the hinges and the drawer pulling in and out on the drawer slides. (This is the only video we will need of the entire project and it can be very short.)
5. Once the student has completed the project(or at the end of 4 hours), please take a picture filling the photo frame with the entire cabinet from the 5 following angles:
 - Front Left corner including top
 - Front Right corner including top
 - Right Rear corner including top
 - Left rear corner including top
 - From the front with the drawer and door opened so we can also see the inside.
6. Please refer to GA Skills Staff instruction on where to submit photos and the short video for judges to review.