

## TOURNAMENT DAY REMINDER CHECKLIST

1. Bring a large box or tote to store team snacks, coats, and packs. (Label with your team name.)
2. Check props to see if any need repairs. – Have team members repair them in lunch area or prop storage until time to take them to your prep area.
3. Leave all other Props and supplies in prop storage until 30 minutes before your performance.
4. While team repairs props, pick up your registration packet and sign for team table at registration table.
5. At the checker table make sure you have all the necessary paperwork. Pick up blank copies of missing forms.
6. Locate your prep area, performance and instant challenge check in sites.
7. Decide on a central place to meet parents after team only times (focus time, instant challenge).
8. Locate a place in the cafeteria to store your team tote for snacks and coats. Put your "school sign" (picked up at registration) up so your spectators will know where to find you. **TRY NOT** store things in the hallways - it is a safety hazard and props can get broken.
9. Take your cake or creative basket to the cake storage area in the Keltz Arena.
10. If you were missing paperwork have your team complete any additional paperwork as soon as possible so it is ready when you go to Prep Area.
11. 30 minutes before your performance unload props and take them to the prep area.
12. After your performance have the parents help load the props back into your prop vehicle.
13. Don't forget to go back to your performance site after you have loaded your props to pick up your team's scores.
14. 15 minutes before your scheduled Instant Challenge report to the Instant Challenge Check-In Table.
15. Plan to see as many other challenge performances as your schedule permits as this is how your team will learn about the other challenges and see many different ways to solve challenges.