

## TOURNAMENT DAY REMINDER CHECKLIST

1. When you are not scheduled for Instant Challenge or your Team Challenge, 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.
2. Bring a large box or tote to store team snacks, coats, and packs. (Label with your team name.)
3. Check props to see if any need repairs. – Have team members repair them in the Multipurpose Room and return them to your prop vehicle until time to take them to your prep area.
4. Leave all other Props and supplies in prop vehicle until 30 minutes before your performance.
5. While team repairs props, pick up your registration packet at registration table.
6. At the registration table make sure you have all the necessary paperwork. Pick up blank copies of missing forms.
7. Locate your prep area, performance and instant challenge check in sites.
8. Decide on a central place to meet parents after team only times (focus time, instant challenge).
9. Locate a place to store your team tote for snacks and coats in the Team Lunch Area. Remember you may not be able to enter a performance area during a performance so keep your valuables with you.
10. Take your cake or creative basket to the cake storage area in the gymnasium.
11. If you were missing paperwork have your team complete any additional paperwork as soon as possible.
12. 30 minutes before your performance unload props and take them to the prep area.
13. After your performance have the parents help load the props back into your prop vehicle. There is no place to safely store them in the school. For the safety of your props and others do not store your props in the halls
14. Don't forget to go back to your performance site after you have loaded your props to pick up your team's scores.
15. 15 minutes before your scheduled Instant Challenge report to the Instant Challenge Check-In Table.
16. Remind your team members they will be in a school and that a DI tournament is not a time for kids to be running around the school. When watching performances they should use level 0 voices (ask your kids what that means).

### **HINTS FOR TEAM MANAGERS AND PARENTS** (prior to the tournament)

1. Meet with your team parents several days PRIOR to March 3 to review the tournament schedule.
2. Remind the parents about bringing a cake for the cakewalk (one per team).
3. Give parents copies of your membership performance times. Programs will be available at the site.
4. Explain the schedule for the day. Include what *you* are planning to do with the kids and when *parents* should be responsible for them.
5. Assign parents to set up a "meeting place" at the school. Communicate this to all persons involved.
6. **Remind parents about Interference – they can help load, bring props into the building, and carry them to the prep area, but then let the kids take over. No hair fixing, prop mending, etc. Parents may also help move props from the prep area to the performance launch area.**
7. Remind them that it is an accomplishment JUST TO GET TO REGIONALS! They should celebrate this with their child.
8. Plan a celebration dinner for after the Tournament. It could be a potluck or in a restaurant. Bring closure to the process. Recognize the accomplishments of each individual on the team.
9. **Remember All teams that perform at Regionals are invited to the State Tournament**

### **HINTS FOR THE TEAM** (prior to the tournament)

1. Have the team brainstorm what could go wrong during their performance and what they could do about it. Being prepared for the unexpected is a lot easier to handle.
2. Have the team practice telling the appraisers about their solution.
3. Have the team members consider their own strengths and weaknesses.
4. Have the team brainstorm and then pack a repair kit to take with them.
5. Have the team prepare a PACKING list of all the props needed and check it while loading.
6. **HAVE THE TEAM PERFORM AT LEAST ONCE IN FRONT OF A LIVE AUDIENCE.**
7. Have the team list all the things they have learned this year and all the things they have accomplished. Point out that this is what it is all about. Many teams don't even get this far!

**Thank you for appraisers and sponsors:** Since the appraisers volunteer their time, it would be nice if teams would thank them for appraising after they finish answering the appraisers' questions. Also there will be some "thank you cards" in the chill out rooms for the businesses who helped make this tournament possible. We would like at least one team member to sign each leaf the chill out official gives your team. They will be made into a large thank you card for each sponsor after the meet.

**Dialogues:** Teams need to pick up their central challenge scores from the head appraiser as soon as possible after he/she says they will be ready. Send a team manager and **one** team member to pick up the scores. Teams then have ½ hour after the head appraiser gives them their scores to request a review, or question the reason for a particular score.

**Thank you for all of your help.** Keep encouraging your teams and we will see you on the 5th Heather Geiger, Tournament Director      285-1377 e-mail: [montanacq@msn.com](mailto:montanacq@msn.com)

This is a very tight schedule. The Instant Challenge Appraisers will wait for you if you run behind schedule in your Central Challenge Room. We will be flexible. The best thing, for those teams who have Instant Challenge second, is to have the parents take care of your props and take them out to the car while you go to Instant Challenge.

**Please do not leave your props in the halls, prep areas, or performance rooms.**

