

## 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 Multipurpose Room. 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).