

Months Before	One Month Before	Two Weeks Before	Several Days Before	Day Before	<u>Tournament Day</u>
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<i>TOURNAMENT SITE</i>					
Book school—will need caf, lib, all classrooms, aud, teacher's lounge. Make sure rooms will be unlocked 1-2 hours before the tourney starts.	Confirm school booking.	Label a school map, and make enough copies for debaters and judges.	Send out email to faculty and staff, informing them of the tournament, asking them to report any problems with using any particular rooms, and thanking them for the use of the space.	Make directional signs.	Put up directional signs.
			Give custodians a list of all rooms that need to be unlocked. Inform them about where tables should be placed--one by Tab for ballots, two at registration, some in caf for food.	Generate master list of all available room numbers.	Confirm placement of tables. Put ballots on table outside of Tab. Get a drop box for completed ballots.
			Secure three walkie-talkies for tourney day.		Get walkie-talkies--one in Tab & one at registration to communicate Adds/Drops to Tab.
					Conduct Student Welcome— (respecting facilities and lunch info)
<i>COMMUNICATION WITH OTHER SCHOOLS/COACHES AND BILLING</i>					
Confirm where ballots will be before tournament day, and confirm how they will get to your school.		Check on ballots. Try to pick them up from tourney before yours.	Find/prepare folder for registration money and checks.	Confirm that someone is bringing the ballots if they are not at your school already.	
		Type up and send out invitation—can use parts of other schools' if you need guidance.	Gather registrations— should also confirm all registrations as each school emails them. Make all Add/Drop changes.	Assign codes to schools and students—can send out this info now or wait until tourney day.	
				Prepare bills/receipts for schools with the	

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				total cost—mark codes on these if you have not already distributed them.	
ORGANIZATION FOR TAB					
		Ask 2-3 coaches to work Tab.	Photocopy any sheets you will need—postings, final results, debaters' cards, etc.	Make Add/Drop changes	Monitor Add/Drop changes in TAB.
			Write judges' names, codes, experience, and limitations on colored index cards.	Fill out debaters' & judges' cards. Confirm that there are enough judges for all debaters.	Monitor posting of Round I. Trouble-shoot any problems w/locked rooms or coding/posting errors.
				Pair the first round—the first two if you can.	Monitor tourney-- continue to troubleshoot.
				Prepare a coded folder for each school for ballots and final results sheets.	Check set-up of subsequent rounds.
					Monitor set-up of lunch for judges.
					Monitor the filling out of the final results sheets and placements.
					Monitor ballot sorting for each school.
JUDGES					
	Recruit extra judges to sell on tourney day.	Copy flow sheets and any other helpful materials for judges.	Prepare to run the judges' meetings and/or ask other coaches to run them.		Conduct judges' meetings.
		Confirm all judges.	Confirm all judges.		
VOLUNTEERS FOR TOURNAMENT ORGANIZATION					
		Find student			Assign student (or parent)

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		volunteers to work registration and to be runners.			volunteers tasks. Three+ to registration, one to track ballots and judges outside of Tab (will be needed at the beg and ends of all rounds), two runners.
					Monitor registration. Make sure volunteers are performing their assigned functions.
FOOD					
Find an organization to sell food to students in the caf (unless you want to run it yourself).	Confirm organization that will sell food to kids.	Confirm organization that will sell food to kids.	Confirm organization that will sell food to kids.		Facilitate set-up of food in caf.
	Get cooking volunteers (or assign a parent to organize other parents).	Make calls to grocery stores and Dunkin'Donuts about donations (or a parent organizer can do this).	Check on food and related supplies.		Facilitate set-up of food for judges.
AWARDS, PRESS, AND ADMINISTRATIVE SUPPORT					
	Order trophies* Contact StuCo Monitor.		Pick up trophies*—confirm they are correct.		Set up awards in aud (of caf if you aren't using the aud).
	Call newspapers and TV stations (if you want to try to get coverage).	Invite administrators to visit the tournament.	Remind administrators about the tourney.		Conduct awards ceremony**—thank all judges/volunteers for their help and to pass out the ballots and results sheets.

*Will need to know what categories you are offering and “how many deep” you are going in each category. Some schools use gift certificates or other awards in lieu of trophies (Tournament Director’s preference).

**When hosting both Speech and Debate (and/or StuCo), the Tournament Director may use her discretion in terms of which awards should go first or if schools are allowed to leave after their awards end. Such factors in these decisions may include how late it is, if one Tab room is finished

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while another is not yet close, and/or if some schools must drive a great distance to get home. The Tournament Director should, at all times, keep the "audience" informed about schedules and decisions. Always avoid keeping people waiting without a clear reason.