



Advanced Tournament To Do List

- 3-4 months out
 - Write Invitation
 - Edit Invitation
 - Post Invitation to Tabroom, Joy of Tournaments, or other tournament aggregate site.
 - Order Awards for the tournament

✓	Event Name	# Needed
	Declamation	
	Team sweepstakes	
	DUO Interpretation (Two of Each)	
	Dramatic Performance (double if splitting to HI/DI)	
	Oral Interpretation (double if splitting to Prose/Poetry)	
	Original Oratory (double if splitting to Info/Pers)	
	Extemp	
	Student Congress	
	Total - All Speech Trophies	
	Lincoln Douglas Debate	
	Policy Debate (two of each)	
	Public Forum Debate (2 of each)	
	Parliamentary Debate (3 of each)	
	Total All Debate Trophies	
	Total All Event Trophies	
	Team Sweeps	
	Total ALL trophies	

Advanced Tournament To Do List

- 1 month out
 - Have a meeting with your administrator confirming the things you'll need day of. Those might include
 - Tables
 - Early access to the school (make sure someone is there to unlock the door)
 - Access to a microphone or presentation equipment
 - Room Access
 - A dedicated printer or copier
 - Have a Parents Meeting with the Parents of your team. There are 3 main discussion points

Area	Duties	Additional Notes	Person in Charge
Student Lunch	<ul style="list-style-type: none"> ___ Making sure enough people are available to help ___ Receiving and cataloging all food that arrives that day ___ Collecting lunch tickets ___ Organizing soda and chip donations for dispersal 	This is the shortest time commitment, but probably the largest undertaking.	
Concession Stand	<ul style="list-style-type: none"> ___ Organizing the Food and Candy Donations ___ Setting Prices ___ Making sure the table is manned all day 	Every penny taken in at the concession stand goes towards nationals costs since all the snacks are donated.	
Judge's Lounge	<ul style="list-style-type: none"> ___ Organizing which parent is bringing what ___ Making sure enough food is available for judges and volunteers 	When coaches are happy, they come to tournaments. A better judge's lounge means more students, means more revenue towards fundraising.	
Judging	<ul style="list-style-type: none"> ___ Dispersal of Judge Request forms ___ Collecting and recording all responses ___ Contacting Alumni and friends to judge 	ANYONE can learn to judge. We completely understand wanting to shy away from this area but we can use your help. And, we promise to give you a crash course on the procedure. You'll do a stellar job.	



Advanced Tournament To Do List

Judges List

Judge Name	Contact Person	Type of Judge	Time Commitment	Additional Notes
	Who asked them/how you need to get in touch with them	Speech or Debate?	Which rounds can they give you	Are they experienced? Do they need a crash course?

Advanced Tournament To Do List

- Get your Tournament Staff in Place. You need: (some of these can be combined)

Position	Filled By	Additional Notes
Ballot Table		
Tab Staff		
Student Congress Parli		
Extemp Prep Moderator		
Ballots Sorted		
Concessions		
Judges Lounge		
Student Lunch		

- Make sure You know who is in charge of things that day, so that nothing falls through the cracks.
 - Ballot Packet Sorter (don't forget to photocopy debate ballots)
 - Postings Person
 - Someone to run the opening meeting
 - Someone to practice the names so they can announce awards without making too many mistakes
 - Lunch Ticket Sales
- 2 Weeks Out
 - Congress Bills compiled and sent out
- 1 Week Out
 - Write your Extemp Questions (also commentary and impromptu prompts, and parli topics, if you're running those events)
 - Close tournament Registration
 - Print all the Ballots you'll need
 - Print School and Room Signage
- 2-3 Nights before
 - Put together the registration packets
- The Night before
 - Run a simulation of the tournament - make sure there are no surprises
 - Hang all the signage
 - Sort the food and concessions
 - Set up the awards in the auditorium
 - Set up the registration table



Advanced Tournament To Do List

- Mark any extra notes on your opening meeting list
- The Morning of
 - Get there early
 - Print the schematic
 - Make sure the Judge's Lounge Captain is in place, getting things ready.
 - Make sure the Concessions Captain is in place
 - Make sure the Lunch Tickets are out, and available

A Random Checklist of things to make sure get done

✓	Item	Person in charge
	Change for concessions/lunch ticket sales.	
	Ballot Packets stapled	
	Thank You cards for judges and parents	
	Flowers for parent captains	
	Trophies Complete	
	Sweeps Trophies Compete	
	Picture cutout for photos	
	Tab room Staff in Place	
	Congress Bills compiled and sent out	
	Extemp Questions Done	
	Invite Complete and Posted	

	Impromptu Prompts Done	
	Extemp Commentary Prompts	
	All Questions/prompts printed and ready	
	Signage Printed	
	Signage Hung	
	Your own team's Reg compiled/submitted	



Advanced Tournament To Do List

	Judge List Compiled	
	Ballot Paper Accumulated	
	Signage Made	
	Trophies Ordered	
	Trophies Picked Up	

	Things to Print	
	New judge packets printed and stapled	
	Event Descriptions Printed and stapled	
	How to Double Enter Sheet Printed	
	Opening Meeting Notes Printed	
	Room Thank Yous printed	
	Classroom Door Signage printed	
	Ballots - it's good to have a list of your events here	