

# Basic 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
- 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
    - Student Lunch food/day of volunteers
    - Concession Stand donations/day of volunteers
    - Judges Lounge food/day of volunteers
  - Get your Tournament Staff in Place. You need: (some of these can be combined)
    - A Ballot Table Peron
    - A Student Congress Parliamentarian
    - Extemp Prep Moderator
    - Tab Room Staff
      - 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
      - Concessions Person - Usually a parent
      - Lunch Ticket Person - Usually a parent
      - Student Lunch Captain - Usually a parent
      - Judge's Lounge Captain - Usually a parent
    - Start seeking judges. The more volunteer judges you have that are clean, the easier it will be to tabulate the tournament.

# Basic Tournament To-Do List

- 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
  - 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