# TOURNAMENT DIRECTOR CHECKLIST

[TOURNAMENT DIRECTOR CHECKLIST 1](#_Toc403654977)

[IN APRIL-MAY, THE YEAR BEFORE YOU HOST 2](#_Toc403654978)

[EARLY SEPTEMBER OF THE SCHOOL YEAR OF THE TOURNAMENT 3](#_Toc403654979)

[3 WEEKS BEFORE THE TOURNAMENT 5](#_Toc403654980)

[TUESDAY NITE 2 WEEKS BEFORE THE TOURNAMENT 5](#_Toc403654981)

[WEDNESDAY NITE THE WEEK BEFORE THE TOURNAMENT 7](#_Toc403654982)

[FOOD—PROVIDE SOMETHING 10](#_Toc403654983)

[MONDAY AFTERNOON THE WEEK OF THE TOURNAMENT 10](#_Toc403654984)

[TUESDAY, THE WEEK OF THE TOURNAMENT 10](#_Toc403654985)

[TUESDAY BY 4:00PM 12](#_Toc403654986)

[WEDNESDAY NIGHT 16](#_Toc403654987)

[THURSDAY BY 2:00 P.M. 17](#_Toc403654988)

[FRIDAY 7 A.M. 18](#_Toc403654989)

[SATURDAY 7 A.M. 19](#_Toc403654990)

[SATURDAY AT THE AWARDS ASSEMBLY 20](#_Toc403654991)

[SUNDAY AFTER THE TOURNAMENT BY 6:00 P.M. 22](#_Toc403654992)

**Have a question as you setup and run your tournament?**

**Email Jim Hanson at** [**jim@climbthemountain.us**](mailto:jim@climbthemountain.us)

**This document is too detailed—try to get it to be more basic.**

**Make new, less complicated posting signs with no duplicates**

**Help for extemp topics, impromptu topics**

**Help to find state organization rules**

# IN APRIL-MAY, THE YEAR BEFORE YOU HOST

**\_\_\_\_\_ Confirm with your administration that you can host your tournament**

**--you have use of rooms on campus sufficient for the tournament**

**--you have use of a venue for participants to hang out during the tournament (typically a student center/cafeteria area)**

**--you have food access for participants**

**--you understand and can address concerns of your administration and other faculty members about the use of rooms on your campus**

**\_\_x\_\_ Contact all needed hotels to get room blocks reserved for your tournament**

**Request a block of rooms that schools can call to reserve**

**Request a discount price for the rooms**

**Make sure attending schools pay for the rooms—not your school**

**\_\_x\_\_ Email State Organization to include tournament in their newsletter/tournament calendar**

**\_\_x\_\_ Get Tab Room members—select high quality people who have experience running debate/ie tabulation**

**\_\_X\_\_ Get State Sanctioning Form; most states require you to receive sanctioning for your tournament. Find out what organization does this for your state by asking other coaches/forensics leaders in your area.**

Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_X\_\_ Get the latest version of I.E. and Debate Rules for your state; find these rules online at your state’s/league’s forensics web page or contact another coach or forensic leader in your area.**

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_ Deciding on the schedule for your tournament**

**Know when you have rooms available and align your schedule with room availability.**

**DEBATE TIME NEEDED**

**LD and Public Forum Debates take 1 hour each; double-flighted, they take 2 hours**

**Policy-CX Debates take 2 hours each.**

**Congressional Debate takes 2 to 2.5 hours. (15 to 18 participants is ideal for that time to give everyone in the session time to speak several times)**

**--Do debaters have long walks between buildings? If so, add in 5 to 15 minutes between debates.**

**IE EVENTS TIME NEEDED:**

**1 hour rounds can have 6 seven minute speeches, 5 eight minute speeches, 4 ten minute speeches**

**1.25 hour rounds can have 8 seven minute speeches, 7 eight minute speeches, 6 ten minute speeches**

**1.5 hour rounds can have 10 seven minute speeches, 9 eight minute speeches, 7 or 8 ten minute speeches –NOTE—EXCEEDING 7 speeches in a round gets to be too much for judges to do rankings—too many students**

**--Why have shorter or longer IE rounds? Shorter rounds work if you have lots of rooms and judges. Longer rounds work if you have fewer rooms and judges.**

**-- Do speakers have long walks between buildings? If so, add in 5 to 15 minutes between IE rounds.**

**--What about Extemp? Extemp needs 30 minutes of preparation. You can add 30 minutes extemp prep time into your schedule OR you can reduce the number of speakers by 3 in the extemp rounds.**

**TRY TO ALTERNATE IE AND DEBATE ROUNDS**

**This gives participants variety and more importantly, gives you time to powermatch debates and to fix pairings for teams and judges that have dropped out or had name changes, etc.**

**IE Finals right before awards? Not a good idea—IE Finals take time to record results. Instead, have a debate elimination round before awards (though—if it is octafinals or more—those can also take 15 to 20 minutes to record—typically, you can have IE awards announced and then present the debate awards).**

**SAMPLE FRI AFTERNOON-SATURDAY SCHEDULE**

**FRIDAY**

**3:15 to 3:45pm Registration**

**4:00 to 6:00pm, Round 1 Debate**

**6:00 to 6:30pm, Dinner**

**6:30 to 8:30pm, Round 2 Debate**

**8:30 to 10:30pm, Round 3 Debate**

**SATURDAY**

**8:00 to 9:15am, IE Round 1**

**9:15 to 11:15am, Round 4 Debate**

**11:15 to 11:45am, Lunch**

**11:45 to 1:00pm, IE Round 2**

**1:00 to 3:00pm, Round 5 Debate**

**3:00 to 4:15pm, IE Round 3**

**4:15 to 6:15pm, Debate Semis**

**6:15 to 7:30pm, IE Finals**

**7:30 to 9:30pm, Debate Finals**

**8:30pm, Awards**

**SAMPLE TWO FULL DAYS SCHEDULE**

**FRIDAY**

**8:00 to 8:15am Registration**

**8:30 to 10:30am, Round 1 Debate**

**10:30 to 12:30pm, Round 2 Debate**

**12:30 to 1:00pm, Lunch**

**1:00 to 2:00pm, IE Pattern A Round 1**

**2:00 to 3:00pm, IE Pattern A Round 2**

**3:00 to 5:00pm, Round 3 Debate**

**5:00 to 5:30pm, Dinner**

**5:30 to 6:30pm, IE Pattern B Round 1**

**6:30 to 7:30pm, IE Pattern B Round 2**

**7:30 to 9:30pm, Round 4 Debate**

**SATURDAY**

**8:00 to 10:00am, Round 5 Debate**

**10:00 to 11:00am, IE Pattern A Round 3**

**11:00 to Noon, IE Pattern B Round 3**

**Noon to 12:30pm, Lunch**

**12:30 to 2:30pm, Round 6 Debate**

**2:30 to 4:00pm, IE Finals**

**4:00 to 6:00pm, Debate Quarters**

**6:00 to 6:45pm, Awards**

**6:45 to 8:45pm, Debate Semis**

**9:00 to 11:00pm, Debate Finals**

**\_\_\_\_\_ Deciding on divisions to offer at your tournament**

**Here are things to consider for which divisions to offer:**

**--use division definitions that are common in your area—if not, have a good reason to do so because different from the norm typically causes problems**

**--try to give novice and jv debaters a distinct division from open division; they need a shot against similar level students—and open competitors need more experienced competition to improve and be challenged**

**--try to use divisions so that you will have enough competitors in the division but also not too many; it is always hard to predict but think about this:**

**--how many elims do you time for in your schedule?**

**Debate: Try to have no more than 3 times the number of elim teams in each division. For example—you can only offer semis—try not to have more than 4 teams x 3 = 12 teams in the division. If you’ll have more-consider having an additional division.**

**IE: Try to have no more than 4 times the number of students in an IE division. For example—you can only offer finals with 6 competitors—try to have divisions with no more than 24 students. If you’ll have more-consider having an additional division.**

**\_\_x\_\_\_ Post the Tournament Invitation and setup your registration page**

**See the Example Tournament Invitation . . .**

**Common Registration Pages:**

[**www.tabroom.com**](http://www.tabroom.com)

[**www.forensicstournament.net**](http://www.forensicstournament.net)

[**www.joyoftournaments.com**](http://www.joyoftournaments.com)

***Note: sometimes you have to wait until September for these pages to allow you to setup your tournament.***

**\_\_x\_\_\_ Email coaches in your area and perhaps nationally to encourage them to come to your tournament**

**--get email list from your district/state chair of forensics**

**--You can and should post to Debate Facebook pages**

**--You can and should post to Debate websites such as:**

[**www.cross-x.com**](http://www.cross-x.com) **(HS policy-cx debate)**

[**www.netbenefits.net**](http://www.netbenefits.net) **(NPTE-NPDA college parli)**

[**www.cedadebate.org/forum/**](http://www.cedadebate.org/forum/) **(CEDA-NDT college policy)**

**\_\_X\_\_ Order Awards**

**See The Trophy Order Form.**

**Consider what awards will work best and are permitted by your school:**

**--traditional trophies? Silver plates? Gift certificates? T-Shirts? Mugs? Frisbees? Timers?**

**\_\_\_\_ Setup your key Tournament Spaces at your school-tournament site**

**--enough tables, chairs for main gathering area?**

**--enough tables, chairs for judge/coach lounge?**

**--do you have enough garbage cans? (lots of garbage gets produced during speech and debate tournaments)**

**--for posting rounds—spread out with enough space for many students and judges at once to view them (create two or more posting areas?)**

**--for debates—two tables with 4 chairs and at least 1 chair and a desk for the judge (note—for elims, you will need 3 chairs and 3 desks for 3 judges)**

**--for speaking events—7 to 8 chairs for the competitors and judge**

**\_\_\_\_ Setup food for the tournament**

**--schedule time for participants to eat**

**--if your school’s food provider provides food, make sure they understand that they need many lines with quickly available food for the participants**

**--if you/your team will provide the food, see the providing food sheet**

**\_\_\_\_ Create Posting Signs**

**--signs for each room indicating**

**when it will be used; contact TD if there is a room conflict**

**please keep it clean**

**what to do if judge hasn’t shown? If a student hasn’t shown? What if room is locked?**

**Profs—call TD if there is a problem**

**--signs directing people . . .**

**-to the parking area**

**-to registration**

**Adds and Drops?**

**Judge conflicts**

**Lost and Found**

**-to ballot table**

**-to posting area**

**-to food**

**--how to get internet access**

**--where to print? Copy?**

**--who to call for emergencies, report harassment**

**--signs to keep people out of areas**

**--signs to cleanup areas (food area—bus tables, gathering area, bathrooms; stop graffiti in stalls!)**

**--no smoking areas**

**--in smoking area—make sure they put butts out in bins**

**--later in the tournament:**

**--when will elims be posted?**

**--where will ballot packets be?**

**--signs to turn in ballots—as people exit buildings**

**--no loud talking in buildings near classes**

**\_\_\_\_\_ Create Map with a schedule (note—if you leave one side blank—people will use the paper to flow)**

**\_\_\_\_ Creating your Tournament Schedule**

**List out the time, need for powermatching, food, elims, etc.**

# EARLY SEPTEMBER OF THE SCHOOL YEAR OF THE TOURNAMENT

**\_x\_\_\_ Update tournament invitation for any new items**

**\_\_\_\_\_ Email coaches again to attend the tournament.**

**\_\_x\_\_ Get Novice Case List for your state**

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_X\_\_ Doublecheck the state calendar**

Make sure we are listed and on the correct date. If not, email ASAP.

**\_\_x\_\_ Send letters requesting rooms, etc.**

Use the SETUP ROOMS DATABASE AND EMAILS

**\_\_x\_\_ Confirm that awards will be delivered/purchased at least a week before your tournament occurs**

**\_\_x\_\_ Ask students on your team for their input on which tournament jobs they want**

Use the SIGNUP SHEETS and THE TOURNAMENT AGREEMENT FORMS

**Xx jim, doublecheck this—need to know which jobs need to be done**

**\_\_x\_\_ Assign jobs and inform the students of their jobs**

**\_\_X\_\_ Having students/staff/parents handle food?**

**Make sure each and everyone of them gets a food handling permit. Typically costs $10 to $20 and is available on a state web page.**

**\_\_\_\_ get tab staff's cell phone numbers--email them.**

**\_\_\_\_ get any worker's cell phone numbers--you need to be able to contact people.**

**Xx hiring judges—forms, training, background checks . . .**

**\_\_x\_\_ Send out e-mail to hire people for jobs**

# 3 WEEKS BEFORE THE TOURNAMENT

**\_x\_\_ Request keys for rooms so you can open them in case they get locked (very common occurrence). If you cannot have keys—make sure someone is available to open rooms as soon as possible.**

**\_\_x\_\_ Request cash so you can provide change to coaches when they register for your tournament**

**\_\_x\_\_ Remind people to get certified/judge philosophies/etc.**

\_x\_\_\_ **You have received information about rooms on your campus**

**Do you know when the rooms are available?**

**Are you missing any rooms you believe you should have?**

**Work with your school’s rooms person to make this work**

**\_\_x\_\_ Email the Rooms people and get them in to the spreadsheet and postings**

**\_\_x\_\_ Email reminder of ROOM AND IMPROMPTU-EXTEMP job assignments**

**\_\_x\_\_ Order at least one printer cartridge for each printer you will use**

**Don’t run out during the tournament!**

**\_x\_\_ Request access to a copier—needed to copy ballots and sometimes results**

**\_x\_\_ Get Supplies (contact Tournament Assistant for inventory)**

Make sure assistant has completed the list for this.

**HAVE YOU FINISHED YOUR HIRES?**

**\_x\_\_ Hire judges, helpers, etc.**

**\_x\_\_\_ Send out email confirming the hires and times for their jobs/judging**

**\_\_x\_\_ Update all of the Debate and IE Ballot Cover Sheets (Topic info etc.)**

**\_\_x\_\_ Update all of the Packet Letters to Coaches/Students/Judges.**

**\_\_\_\_\_ Get Hot Pink (or other very noticeable colored) paper—enough sheets to print for signs you will post near rooms at your tournament**

**\_\_\_\_\_ Get different colored paper for IE/Debate/etc. cover sheets. – different colored so they are easily distinguished.**

# TUESDAY NITE 2 WEEKS BEFORE THE TOURNAMENT

**\_\_x\_\_ Send out email to team members—GET CERTIFIED!**

**\_x\_\_\_ Send out email to extemp, impromptu topic writers—get ‘em done.**

**\_\_x\_\_** **Print all Rooms information and get the Rooms people to do the Room Spreadsheet**

**\_\_x\_\_ Put together the Rooms Information-Posting Stuff**

**\_\_x\_\_ Print the Room Posting Sheets—USE HOT PINK PAPER**

**\_\_x\_\_ Email administrators with the rooms spreadsheet. Ask them to confirm them.**

**\_\_x\_\_ E-mail Judges to confirm they are judging and with any information they should be told**

**\_x\_\_ Email to Coaches about improving Judge Quality**

**Hi**

**Judging is an important part of the tournament experience for students. Judge feedback is a KEY PART of what makes speech and debate educational.**

**Let’s avoid judges who**

**--provide little feedback**

**--who don’t know the basics of judging**

**--don’t follow tournament rules because they did not read them**

**--who have no training in judging**

**I encourage you to train your judges.**

**Going over event rules is only \_somewhat useful\_. New judges especially—but all judges need PRACTICE JUDGING with feedback to assure they will do a good job.**

**Use the Climb the Mountain web page for training:**

[**www.climbthemountain.us/judge-training/index.htm**](http://www.climbthemountain.us/judge-training/index.htm)

**Have your judges come in for a one to two hour session where they practice judge: pickup a ballot, watch 2 or 3 speakers and/or a debate, make a decision and write comments, and turn in their ballots—REVIEW THEIR BALLOTS to make sure they’ve done them right and answer their questions**

**Give your judges feedback—tell them what they are doing well and especially how they can be a better judge; how they can provide better feedback.**

**\_x\_\_ TEACH YOUR STUDENTS AND WORKERS HOW TO CLEAN A ROOM**

**Do this at a Meeting**

**No pieces of paper on the floor or desks**

**Desks in order; think how a teacher would want the room**

**Whiteboards/blackboards clean of obvious debate items (without erasing key information on the boards)**

**Lost and found type items—bring to the ballot table**

# WEDNESDAY NITE THE WEEK BEFORE THE TOURNAMENT

**\_x\_\_ “Rooms in Use” Sheets have been posted**

**\_x\_\_\_ Email Faculty/Teachers to check their doors**

**hi**

**next to the door of many classrooms, there should be a pink sign indicating when we plan to use that classroom for debates at the upcoming speech and debate tournament.**

**if there is an error or issue, please email me and I'll get it fixed.**

**obviously, I want to avoid conflicts with your classes.**

**\_x\_\_ You have the trophies and they have been double-checked for their count**

**\_x\_\_ You have the Extemp topics**

**\_x\_\_ You have the Impromptu topics**

**\_x\_\_ SEND EMAIL REMINDING COACHES ENTRY AND CERTIFICATION DEADLINE IS COMING UP.**

**\_\_x\_\_ MAKE SURE YOU HAVE YOUR AWARDS (trophies/t-shirts/gift certificates)**

**\_\_x\_\_ email coaches a week before: have they put kids in the right division—ACCORDING TO THE RULES for your tournament?**

**\_ \_x\_\_ Send note out to your campus telling them that the tournament is coming so they have forewarning**

# FOOD—PROVIDE SOMETHING

# MONDAY AFTERNOON THE WEEK OF THE TOURNAMENT

**\_x\_\_ SEND EMAIL REMINDING COACHES OF THE ENTRY DEADLINE.**

**\_\_x\_\_ You have examined and approved the Extemp and Impromptu topics**

**SETUP THE PRINTING**

**\_\_x\_\_ CLOSE ENTRIES TO THE TOURNAMENT ONE HOUR AFTER THE ENTRY DEADLINE**

**\_\_\_\_ Setup the Tab Programs (including downloading files if that is needed)**

**\_\_x\_\_ Give hired and team judges to the tab directors so they can enter them in the programs—NOTA BENE—MAKE SURE SCHOOL CONFLICTS ARE NOTED FOR BOTH TABS**

**\_\_X\_\_ Address any shortages of judges**

Talk to the Tab Rooms about this

**\_\_x\_\_ Print out List of Schools (one for each tab room)**

**\_\_x\_\_ Get Electronic Versions of the Entries in All Events by 11pm from the tab rooms**

**\_\_x\_\_ LATE NIGHT: Email doublecheck lists to coaches for JUDGES**

**\_\_ ie’s \_\_\_ policy \_\_\_ ld \_\_ parli \_\_ pub forum \_\_ student congress**

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**\_\_x\_\_ LATE NIGHT: Email to coaches the JUDGE PREFERENCE lists (if you use these)**

**Should you use judge preferencing?**

**\_\_x\_\_ Email Judges and Tournament Workers—times etc. for their work.**

**\_\_x\_\_\_ working with your tab room, screen judges for who would be better in senior and champ division in ld and policy and ies (possibly other events).**

**\_\_x\_\_ Print the Posting signs**

**\_\_\_\_ Print out the Debate and IE Tab Instructions and give them to the Tab Rooms. Make sure they follow them.**

# TUESDAY, THE WEEK OF THE TOURNAMENT

**\_\_x\_\_ Address any deficiencies in judges or rooms**

**\_\_x\_\_ Setup School List**

**\_\_\_ email to your tab rooms all coach and judge cell phone list**

**--they need that so that they can be contacted if they forget to turn in a ballot or there is an urgent need concerning one of their students**

**\_\_x\_\_\_ Email Coaches, Judges, and Students . . .**

**Get email addresses from the registration page.**

I'm writing to say welcome to our tournament.  
  
we are excited to have you join us and I wanted to give you some updates and  
key information:  
  
1. weather: daytime mid 60s; evening lower 40s. (based on weather.com)  
--bring warm clothing for the cold nights. rain is not expected but . . . you never know.  
--snoqualmie pass: cold but no problems thurs, fri, sat  
--deadman's pass (from boise into pendleton): cold at night but also no problems thurs, fri, sat  
  
2. please check the rules for the events in which your students are   
entered--especially those of you from outside of washington.  
-------------provide web address

--novice case areas? use of laptops in rounds? interp rules? Division definitions. Note the new 10 minute times for some ie’s. check out the rules. problem? email me.  
  
3. REMEMBER—GO TO THE CAMPUS CENTER TO REGISTER AND TO PICK UP BALLOTS

4. PLEASE HAVE YOUR CELL PHONE ON—BUT TURNED TO VIBRATE during the tournament. This will allow us to contact you in the event of a missing ballot or an emergency with a student or etc.

5. POSTINGS WILL BE at the Campus Center and on this web page: www.postings.com

see you soon and have a safe trip to our school.

# TUESDAY BY 4:00PM

**\_\_\_\_ REVIEW WITH TEAM MEMBERS**

**reemphasize to whittie team member to be checking for ballots**

**make sure whitties have schedule printed; answers to frequently asked questions**

**review the schedule with the whitties**

**have a handout for the whitties when they arrive for judging; tell them they get food and when**

**some whitties didn't think they had to judge ie's; they do**

**\_x\_\_\_ Distribute Rooms for IE-Debate, Policy-LD, Ch-Sr-Jr-Nov**

Use List of Rooms and Counts FROM THE TAB ROOMS doublechecked with your count list.

**\_\_x\_\_ Get the Room Distribution Lists to the Tab Rooms**

**\_\_x\_\_ Post the rooms list and email security and secretaries about it! See the email in your Star System folder.—you already said to do that**

**\_\_x\_\_ Make sure your registration people each have a copy of what each school’s entries are—based on each tab’s lists.**

**\_\_x\_\_ Email safety procedures for students during the tournament**

**IN CASE OF EMERGENCIES DURING THE TOURNAMENT**

* **If you have a minor injury call Security at \_\_\_\_\_\_\_\_.**
* **If you have a serious problem--call 911.**
* **Contact the Tournament Director so the TD knows there is a problem and can address it as soon as needed.**

**\_\_x\_\_ Make sure you have cash for change during registration.**

**\_\_x\_\_ Make sure the food person is going**

\_\_x\_\_ E-Mail Secretaries and Security etc. with your cell phone number; remind them of the tournament web page.

**\_\_x\_\_ Food People have picked up the cups, plates, napkins, etc.**

**\_\_x\_\_ I.E. Tab has corrected for changes to contestants**

**\_\_x\_\_ Student Congress has corrected for changes to contestants**

**\_\_x\_\_ Debate Tab has corrected for changes to teams**

**\_\_x\_\_ The Packet Preparers have all the items they need and are working.**

**\_\_x\_\_ The Ballot Staplers and Student Certification Checkers have the items they need and are working.**

**\_\_X\_\_ Confirm The Packets are done.**

**\_\_x\_\_\_ SEND OUT EMAIL TO TEAM MEMBERS ABOUT THE TOURNAMENT**

**Everyone must read our speech and debate tournament**

**Get ready, get set, coming up is the Speech and Debate tournament!**

**Some things to think about:**

**1. Do NOT leave in the evening without my permission. We need you for cleanup and for ballot stuffing. ONLY food people may be excused early (and even that requires my permission).**

**2. BALLOTS—GET YOURS EACH AND EVERY ROUND.**

**DON’T HAVE ONE? Stay in HUNTER FOYER for us to give you a ballot—STAND NEAR THE BALLOT TABLE. You WILL have a ballot each round—please do NOT LEAVE Hunter Foyer until you have a ballot.**

**3. AVOID OVERSLEEPING. Set your alarm carefully. SLEEP NEAR A PHONE EACH NIGHT OF THE TOURNAMENT so we can call you and wake you if necessary. When you don’t show up for round one of the day—it means we are short judges and it means team service for you.**

**4. Be super nice to coaches, judges and students from the schools. We want to make a good impression. Ditto with our school’s faculty and staff.**

**5. Be willing to help out**

**6. Be sure to be there when your job is assigned. Check your e-mail for reminders that I send out. In general, we will be near my office. We start in the Campus Center at about 3:30pm on Thursday.**

**7. When you are asked to do something, do it. If you have a suggestion, offer it quickly and courteously. If your idea is rejected, smile and just go for what you've been told to do. There is almost always a reason why you are asked to do something even the boring, rote tasks.**

**8. Don't make statements over which you do not have authority. Before you tell a team a ''rule," what the novice case list is, etc. read it directly off our tournament invitation or an official tournament document. Otherwise, tell whoever it is that you're sorry, the Tournament Director will have to get back to them.**

**9. Be sure to turn in your ballots on time. Your ballot will clearly state when your ballot is due. TURN IT IN ON TIME. This is vital to keeping the tournament on time.**

**10. Offer lots of ORAL AND WRITTEN helpful comments to speakers and debaters you judge. Avoid negative, attacking comments. Avoid giving really low speaker points; follow the tournament’s speaker points system noted on your ballots. You are making an impression about our squad and school.**

**11. Our tournament is the best and you folks make it the best. We are a finals TOC qualifier in LD and in Policy; coach surveys of the tournament indicate very high satisfaction; students repeatedly comment on how nice the tournament staff and judges are, you--our student judges--are highly prized as critics; LET'S KEEP THIS GREAT TRADITION GOING!**

**12. See you at 3:30 (or 4pm if you have a class) on Thursday Nov. 1 at the latest; 8:00am on Friday Nov. 2 at the latest (some people need to come earlier if their job requires it); 8:00am on Saturday, Nov. 3. The only exception to this is students who have a class.**

**13. Do not show favoritism toward kids that were at the camp or that you know. Be nice. If you talk to one team or speaker in a round MAKE AN EFFORT TO TALK TO THE OTHER STUDENTS IN THE ROUND. If you don’t—students will justly complain of favoritism.**

**14. You may not leave the tournament at any time, especially in the evening, for any reason, without my explicit permission. Why? Because we need you every minute of the tournament—to pickup ballots, to help clean, to run an errand.**

**15. NEW THIS YEAR—WHEN YOU GET YOUR FIRST BALLOT—GO TO WHERE THE POSTINGS ARE.**

**YELL OUT:**

**“HEY, I AM GOING TO X BUILDING. FOLLOW ME IF YOU WANT TO KNOW HOW TO GET THERE.”**

**This to help people to figure out campus and to give you a chance to introduce yourself to our new guests.**

**Talk with them as you walk to the room you are judging at.**

**Finally, in advance, thanks for all the hard work all of you will put into the tournament.**

**\_\_x\_\_\_ SEND OUT EMAIL TO FACULTY ABOUT THE TOURNAMENT**

**As I noted in a previous e-mail, Our School will host a large number of high school students and teachers for our speech and debate tournament. I want you to be aware of what you can do to address any problems that might crop up:**

**PROBLEM: YOUR CLASS STARTS NOW BUT THERE’S A DEBATE IN THERE**

**SOLUTION: TELL THE STUDENTS THAT DUE TO THE CLASS CONFLICT, \_\_\_\_ (tournament director name) REQUIRES THAT THEY COMPLETE THEIR ROUND ELSEWHERE (typically, they’ll just find a spot in a corner/hallway).**

**AND, YES, IF NECESSARY, YOU CAN INTERRUPT THE SPEAKER—they can start from where they left off.**

**You can also point to the sign posted near the door indicating that they are expected to leave the room if it is running late.**

**PROBLEM: STUDENTS HAVE CONGREGATED NEAR YOUR OFFICE DOOR/ARE LOUD**

**SOLUTION: TELL THE STUDENTS THAT \_\_\_(tournament director name)\_\_ HAS REQUESTED THAT THEY REMAIN QUIET OR LEAVE THE BUILDING. You can point to signs indicating that very thing.**

**FACING ANOTHER PROBLEM? ABOVE NOT SOLVING THE ISSUE?**

**Please call me at \_\_\_\_\_\_\_ (during the tournament only). My assistant and I will work with you to resolve the issue.**

**You can also e-mail me at \_\_\_\_\_\_\_ (I check it about every 15 to 30 minutes during the tournament). I will take action to resolve the issue.**

**You can also tell one of our guides in the buildings.**

**\_\_x\_\_ Tell the debate tabs you want them to email the program to you wed nite after making changes.**

**\_\_x\_\_\_ Email tabs with list of schools and their region**

# WEDNESDAY NIGHT

**\_\_x\_\_ Make sure your doublechecker person has confirmed things are done right.**

# THURSDAY BY 2:00 P.M.

**\_\_\_\_\_ send campus email re please do not lock rooms with notes**

**\_\_\_\_\_ Get a copy of the IE ballots to the IE Tab Person so they can print them as needed.**

**\_\_x\_\_\_ print The Receipts.**

**\_\_x\_\_\_ Power up your cell Phone**

**\_\_x\_\_\_ Print out the Receipts/Invoices**

**\_\_\_\_\_ Print out all the Registration Instruction Sheets**

**Add Drop Person, Add-Drop Forms**

**Questions Person, Student-Judge Certification Person**

**\_\_x\_\_ Get a COPYof Judge Prefs from LD and Policy tab**

**\_\_x\_\_ Make sure the tables and posting boards are setup in front of Cordiner.**

**\_\_x\_\_ Confirm that Debate tabs will be ready to post at 4:15pm**

**\_\_\_\_ Make sure you have**

**\_\_\_ Files of Judge Prefs for changing judges**

**\_\_\_ Your Cell Phone**

**\_\_\_ Ballot Box**

**\_\_\_ Extemp Poster Box**

**\_\_\_ Extra pens in pocket**

**\_\_\_ 800 extra schedule/maps**

**\_\_\_ Advil/Excedrin/Imitrex**

**\_\_\_ Computer and printer**

**\_\_\_\_ Paper (at least 2 reams)**

**\_\_\_ Print Outs of the Schedules for the Guides**

**\_\_\_\_ Registration Box**

**\_\_\_\_ Extra Computer for Adds/Drops**

**\_\_\_ Posting Holders**

**\_\_x\_\_ Food People have setup food and coffee in REID.**

**\_\_x\_\_ Talk to the Registration Person**

**Give the Head Registration Person the Registration Materials include 12 copies of the Lists of Entries and make sure they are set to go**

**\_\_x\_\_ Talk to the Posting Person**

**\_\_x\_\_ Give the Posting Signs to the Head Posting Person**

**get the kids doing this to return and confirm to THE HEAD POSTING PERSON they are done**

**\_\_x\_\_ Confirm with the Tournament Checker that the Ballots are correct and ready to go**

## 3:45PM, MAKE SURE WE ARE SET TO GO

**\_x\_\_ Registration Setup and Testing is going by 3:30pm**

**\_x\_\_\_ Multiple lines for registering schools**

**\_\_x\_\_ Several lines for judge and student certification sheet**

**\_\_x\_\_ 3:30pm, Directions, Posting signs, Maps, Schedules, List of schools, IEers, Debate teams are posted.**

**\_\_\_\_ Make sure that schedule/maps are at the ballot and postings tables**

**\_x\_\_ Food and coffee are going.**

**\_x\_\_ Registration is setup and going.**

**\_X\_\_ Create a lost and found box**

**\_X\_\_ Posting signs have been posted**

## THURSDAY 4:30pm

**\_X\_\_ Posting of the first round is up!**

## THURSDAY 4:45pm

**\_X\_\_ Ballot tables are setup and the first round ballots are out.**

**\_X\_\_ Ballot runners are ready and going.**

**\_X\_\_ You have seen the guides and they are working.**

# FRIDAY 7 A.M.

**\_\_\_ 7am, food has arrived and is being setup; call aberrant students**

## FRIDAY 7:45 A.M.

**\_\_x\_\_ 7:45am, Extemp Poster is posting first speaker.**

**\_\_x\_\_ POSTINGS ARE UP!**

## FRIDAY 8 A.M.

**\_\_x\_\_ Guides are working**

**\_\_x\_\_ Ballot tables are setup and the first round ballots are out.**

**\_\_x\_\_ Ballot runners are ready and going.**

**\_\_\_\_ Make sure that schedule/maps are at the ballot and postings tables**

## FRIDAY 8 PM

**\_\_x\_\_ Print and Post Signs saying that Elims are announced on Saturday.**

**\_\_\_\_ make sure IE tab has put enough ballots on each Finals ballot**

## FRIDAY MIDNITE

**\_\_x\_\_ Policy and LD Elims are posted.**

# SATURDAY 7 A.M.

**\_x\_\_ 7am, food has arrived and is being setup; call aberrant students**

## SATURDAY 8 A.M.

**\_\_x\_\_ POSTINGS ARE UP!**

**\_\_x\_\_ Guides are working/ready to go**

**\_\_x\_\_ Ballot tables are setup and the first round ballots are out.**

**\_\_x\_\_ Ballot runners are ready and going.**

**\_\_\_\_ Make sure that schedule/maps are at the ballot and postings tables**

## SATURDAY BY 10:40AM

**\_x\_\_ Extemp Poster is posting first speaker.**

**\_\_\_ STUFFERS are working—MAKE SURE THEY DO A DOUBLECHECK ON THE BALLOTS!**

**\_\_\_ Cume Printing is occurring.**

## SATURDAY BY NOON

**\_\_\_ Trophy setup is proceeding.**

**\_\_\_ Remind packet preparers to put packets outside of Cordiner by 4:40pm.**

# SATURDAY AT THE AWARDS ASSEMBLY

1. **BEFORE T-Shirts and Plate Holders—Do we have them?**
2. **BEFORE Make sure tables are out of way in Foyer and set up right.**
3. Hello, please move to the front so people are closer together
4. Thanks for joining us.
5. **TOURNAMENT DIRECTOR SHOULD SAY: *--Everyone come to the side that is coming up in an event to receive an award  
   --People should step forward to indicate that they should receive an award  
   --People should doublecheck that they have the right award  
   --We use the 1 clap rule***
6. **INTRODUCE THE IE PRESENTER  
   Announce IE A, then IE B**
7. Thanks to the Policy Debate tab people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Thanks to the LD Debate tab people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Thanks to the Pub Forum-Parli Debate tab people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Thanks to the IE tab people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Thanks to the Student Congress Tab \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Thanks to our team’s helpers
13. **Turn the podium over to LD debate people. At that point:  
    --GET A STUDENT TO COME WITH YOU  
    --GO CHECK THE FOYER; MAKE SURE IT IS SETUP RIGHT  
    --HAVE THAT STUDENT TO GO TO OLIN TO   
    1) RECEIVE THE PIZZA IN OLIN FOYER;   
    2) SETUP A TABLE THERE TO HANDLE BALLOTS AFTER THE UPCOMING ELIM;   
    3) POST SIGNS ON OLIN 155 (TAB ROOM); OLIN 161 AND 157 (DEBATERS CAN HANG OUT IN THESE ROOMS); OLIN 130 (AWARDS ASSEMBLY ROOM)   
    (Make sure this student gets their ballot before leaving)**
14. **Announce speaker awards, then octas and quarters losers in LD**
15. MID-WAY ANNOUNCEMENTS  
    --Next debate elim postings will be posted outside of Cordiner; Packets in Cordiner Foyer  
    --Be sure to get your ballot. IF YOU HAVE A TEAM STILL IN, YOU ARE OBLIGATED TO JUDGE.  
    --Awards and future announcements will occur in \_\_\_\_\_\_\_\_\_\_\_\_ (room)

--TEAM MEMBERS—Help with Trophies

1. **Announce speaker awards, then octas and quarters losers in Policy**
2. **Announce Parli awards**
3. Final Announcements:
4. PUBLIC FORUM, PARLI, CONGRESS LATER
5. Judges must get their ballots. Located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Don’t forget to get your tubs, cell phones, etc.—EXTEMP PREP AND CAMPUS CENTER!!!
7. Pizza for teams and judges still participating, located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Next Award Assembly is in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Drive home carefully!

## SATURDAY NIGHT CHECKLIST

\_\_x\_ Make sure rounds are going on time

\_x\_\_ Make sure buildings are being cleaned

Get your Tournament Assistant in charge with a checklist of buildings and rooms

Make sure they review the rooms at the end to assure they are clean

\_x\_\_ Make sure you get the electronic files from Debate Tab Members TONITE

\_x\_\_ Be sure to get the computers, printers, tab folders, trophies, etc. out and to Hunter at the end.

\_x\_\_ Do Sweepstakes

# AFTER THE TOURNAMENT

**\_x\_\_\_ Listen to MESSAGES ON YOUR PHONE**

**\_x\_\_\_ Clean up the many messes you face (hopefully, you have student helpers!)**

**\_\_x\_\_ Place remaining ballots into envelopes and send them**

**\_\_x\_\_ Handle expense report forms, receipts, depositing payments, returning cash, etc.**

**\_\_x\_\_ Handle paying workers/judges/etc.**

**\_\_x\_\_ Send “After the Tournament” Packets with results, thanks for attending, etc. (email or postal mail)**

**\_\_x\_\_ Bill All Schools (accounting for differences in what was paid)**

**\_\_x\_\_ Handle all Lost and Found**

**\_\_x\_\_ College Program? Send an email to your team members asking who was a good debater—encouraging diversity in their responses; -- follow up by contacting these debaters/speakers . . .**

**\_\_x\_\_ Get results posted**

**\_\_x\_\_ Figure out the profit/loss statement**

**\_\_x\_\_ Send out a survey requesting anonymous feedback on the tournament—what was good; what needed improvement**

**NOTE: Debate coaches and students are notoriously critical. It doesn’t matter how well your tournament ran in your mind . . . You \_will\_ receive negative comments. You \_will\_ receive critiques that seem unfair, that you can’t fix, etc. STILL, work to address the participant comments.**

**\_\_x\_\_ Setup the rooms for the tournament for next year**

**\_\_\_\_ Setup the HS Tournament Hotel reservations for the next year**

**\_x\_ Send awards to schools that did not receive them—purchase/order more awards if needed**

**\_\_X\_\_ Send out thank you notes and gifts to custodians, secretaries, room users, etc.**

**\_\_\_ Write letter to each school's principal congratulating them on their performance**

**\_\_\_\_ Handle any issues with your own students for not working at the tournament**