

Festival/Tournament

4-6 Weeks before:

- Hang posters
- Announcements
- Update announcement board
- Lay out applications
- Confirm tape measurer and scale are behind front desk
- Hang going for the gold competitor sheets
 - Keep record in excel sheet *See Attached

4 weeks before (to week of event):

- Accept applications (confirm all information is included)
 - Name
 - Height
 - Weight
 - Rank
 - Age
 - Paid
- Attach payments to applications (late fee charged after due date)
- Update information in excel spreadsheet

Week of event:

- Post volunteer list
- Post competitor list
 - Black out competitor weight
- Staff roles and responsibility meeting

Day before event:

- ID badges available to students
 - Pack at the end of the day to bring to tournament
- Winning school- bring demo trophy

Week After event:

- Review in classes
 - Competitors stand and say what they competed in, how they placed, and what they learned
- Take down going for the gold sheets