



COMPETITION DIRECTOR PLANNING SHEET

**Fill out and fax FRONT SIDE to UHSAA immediately following the competition.*

Region/Invitational Competition: _____

Date: _____ Location: _____

Competition Director: _____

COMPETITION INFORMATION/BUDGET

Host School Administrator: _____

Email: _____ School #: _____ CELL#: _____

Host School Coach: _____

Email: _____ School #: _____ CELL#: _____

Tabulator: _____

Email: _____ Ph #: _____ \$\$\$ _____

Judges: (technical) _____ \$\$\$ _____

(technical) _____ \$\$\$ _____

(floor) _____ \$\$\$ _____

(routine) _____ \$\$\$ _____

(routine) _____ \$\$\$ _____

(routine) _____ \$\$\$ _____

(routine) _____ \$\$\$ _____

(routine) _____ \$\$\$ _____

MENTORED Judges: _____

DJ/Music: _____ \$\$\$ _____

Announcer: _____ \$\$\$ _____

Trainer: _____ \$\$\$ _____

Food (judges): _____ \$\$\$ _____

Awards: _____ \$\$\$ _____

Director Fee: _____ \$\$\$ _____

Other: _____ \$\$\$ _____

Other: _____ \$\$\$ _____

TOTAL \$ _____

Overall, how did the competition go (please make UHSAA aware of issues, if any, which may need to be addressed)???

Check List:

➤ COMPETITION SITE

- ☐ Contact administrator
- ☐ Contact host school coach
- ☐ Assign dressing rooms
- ☐ Assign hospitality room
- ☐ Assign tabulation room
- ☐ Schedule days events
- ☐ Custodians
 - Provide brooms
 - Extra garbage cans
 - Tables & chairs
 - Sign off on dressing rooms before teams get judging sheets

➤ REGION COACHES MEETING

- ☐ Decide seeding
- ☐ Set up competition schedule (practice times on floor, music check, when will doors open to spectators etc.)
- ☐ Prop unload and storage area
- ☐ Seating arrangements (Tournament Committee, principals, etc.)???
- ☐ Program details
- ☐ Decide how many places will be announced at awards ceremony
- ☐ Award plaques (who is ordering them)
- ☐ Academic All-Region & All-Region Award certificates
- ☐ Concessions
- ☐ Region Judge Request Form
- ☐ Go over Sportsmanship and Tie Breaker Rules

➤ SET UP

- ☐ Bleachers pulled out
- ☐ Make sure judges have comfortable accommodations
 - Provide tables, chairs, clipboards, etc. if necessary
- ☐ Rope off judges section with caution tape and duct tape
- ☐ Tables for music/announcer
- ☐ Tables for awards

➤ COACHES

- ☐ Letter to coaches with deadline for program information to be turned in, practice times, room lists, spectator rules, Footwear/Accessories Declaration Sheet, etc.
- ☐ Send host school map
- ☐ Competition Day Packet
 - Room check out form
 - UHSAA rules
 - Copy of program
 - List of judges
 - Extra Prop/Shoe Declaration Sheets

➤ JUDGES

- ☐ Hospitality room
- ☐ Send letters with directions, times, and requests for bios & SS#'s so they can be paid
- ☐ Ask one judge to call Drill Down
- ☐ Make sure ALL checks (judges, tabulator, music, etc.) are ready to give out by the end of the competition (if district allows)
- ☐ Packets
 - **CURRENT** UHSAA judging, technical, and master routine and technical sheets
 - Pencils, calculators, clipboards, stop watches, tape measures, etc.
- ☐ Walkies for technical, floor judges and yourself

➤ TABULATOR

- ☐ Send letter with directions, times, and request for SS#'s so they can be paid
- ☐ Make sure copy machine is available
- ☐ Folders for team judging sheets
- ☐ Table and ample space for equipment
- ☐ Decide who is bringing computer, printer, etc.

➤ AUDIO / VIDEO SYSTEMS

- ☐ Arrange DJ/music
- ☐ Arrange for announcer
- ☐ Arrange for videographer

➤ EXTRA HELPERS

- ☐ Athletic trainer
- ☐ Ticket takers
- ☐ Runners between judges and tabulators
- ☐ Ushers (people who watch doors and keep them closed during performances)
- ☐ People who hang posters prior to warm-ups (Student Government?)
- ☐ Sweeper to sweep in between each number
- ☐ Security – (Host School Administration?)

➤ PROGRAMS

- ☐ Arrange for printing
- ☐ Assemble

➤ DAY OF COMPETITION

- ☐ Oversee practices & sound check
- ☐ Submit financial report for the competition (save & copy all receipts)
- ☐ Fax/email in Declaration Sheet along with tabulator spreadsheet to UHSAA
- ☐ Fax/email in front of this form to UHSAA

***Region Competition Directors: Don't forget to mail the region DVD to UHSAA.