



## COMPETITION DIRECTOR PLANNING SHEET

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

Region/Qualifying 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) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

(difficulty) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

(routine) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

(routine) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

(routine) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

(routine) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

(routine) \_\_\_\_\_ \$\$\$ \_\_\_\_\_

\* = Denotes newer judges

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
  - "Judge Request" - Kellie
  - 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
  - Ask one judge to call Drill Down
  - ARBITER Pay
  - Packets
    - **CURRENT** UHSAA judging, technical, and master routine and technical sheets
    - Pencils, calculators, clipboards, stop watches, tape measures, etc.
  - Walkies/Communication for technical, floor judges and yourself
- TABULATOR
  - Send letter with directions, times, e.g.
  - 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
  - Dedicated SCANNER
  - 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)
  - Email in Declaration Sheet along with tabulator spreadsheet to UHSAA
  - QUALIFYING COMPETITIONS: Send audio files to UHSAA
  - Email in front of this form to UHSAA along with Judges Evaluation Forms