



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) _____ \$\$\$ _____

(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)
 - REGIONS: Fax/email in Declaration Sheet along with tabulator spreadsheet to UHSAA
 - INVATIONALS: Email scanned score sheets to UHSAA
 - Fax/email in front of this form to UHSAA along with Judges Evaluation Forms

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