

Tournament Checklist For Hosts

Beginning of year

Fill out paperwork for school (activity request forms)
Coordinate with AP's, custodians (continue the week of)

3-4 weeks before

Secure lunches (sandwich shop, 300-500)
Secure non-lunch judge food (100+)
Secure non-lunch student food (300+)

2 weeks before

Count usable rooms, list numbers
Notify teachers 2 weeks early and 2 days before

Week of

Order lunches (generally Wednesday)
Count lunch tickets by type, divide for schools (check and recheck)
Give list of rooms to league president
Download JOT to Tab room computers
Get list of sections from league president
Copy Maps/Schedules back-to back
Identify volunteers (shirts, name tags, etc.)
Get permission to use walkie-talkies (you will need 4: 1 for you, 1 for tab, 1 for ballot check-in, and 1 for your volunteer coordinator)
Learn about sound system in the cafeteria for both morning and afternoon.

Day before

Post signs on doors (after school to minimize loss)
Grocery store runs

Morning of tournament before 7:30

Coffee **ready** when judges arrive (this is the most crucial day-of step)
Set up lunch ticket table
Set up judge food
Set up snack bar
Set up volunteer HQ/check-in
Pick up walkie-talkies
Set up sound system/turn on sound system in the cafeteria.

7:30-8:00am

Open rooms (custodian)
Position direction crew
A volunteer reports to registration table with tape to put up postings.

Breakfast food

Coffee
 Creamer
 Sugar
 Artificial sweetener
 Tea bags
 Decaf
 Bagels
 Cream cheese
 Butter
 Jelly
 Muffins
 Croissants
 Danish
 Donuts
 Orange/Apple juice
 Milk
 Fruit
 Energy bars (snack bar sales)
 Bottled water

Equipment

Big coffee pot
 Decaf pot
 Pot for hot water for tea
 Napkins
 plates (small)
 utensils
 cups
 sharp knife
 bagel cutter
 paper towels
 Ice/small cooler (judge lounge)
 Ice/ big cooler (snack bar)
 Ice/ big cooler (lunch line)

Judge snacks

Chips
 Dip
 Salsa
 Fruit
 Sodas/waters
 Nuts
 Etc.

Lunch

chips
 subs
 cookies
 drinks
 napkins
 condiments
 Utensils for condim.

Snack Bar

chips
 energy bars
 candy bars
 brownies
 donuts
 sodas
 Bottled water (lots of this)
 Rice-Krispie treats
 Fruit
 Napkins
 \$1 bills
 quarters
 cash box
 2 tables
 2 chairs
 Poster
 tape
 marker

General Equipment for lunch ticket table

Tickets for lunches
 Cash box
 Envelopes for lunch tickets
 Table
 Receipt book
 Pen
 chair

Volunteer teams

Shoppers
 Lunch pick-up

Tab service (food runners, etc.)
Your team check-in person
Serving crew
Clean-up crew
Snack bar sales
Lunch ticket person
Direction team
Ballot runners (could be same as tab service people)

Rooms/areas needed

Tab room
Judge lounge
Extemp prep
Ballot sorting
Ballot check-in
Registration
Lunch tickets (am only)
Awards
Lunch
Snack bar
Your volunteer HQ
Multiple lines for serving lunch (recommended)