

Host/Facilitator Checklist

When you get your schedule of Meets:

- 1. Reserve the following rooms:
 - a. 5 to 6* classrooms that have a 12x12' work area; plus
 - b. 1 classroom containing 3 tables, computer and buzzer system; and
 - c. 1 room containing 60 seats, a performance area 8x10', large trash can.

*If the performance area is available during the entire Meet, reserve 5. If not, reserve 6.

2. Review rules on hosting and scoring a Meet.

3. Fill in schedules with room numbers and times; make at least 20 copies. Call visiting coaches, if necessary, about exact Meet times and location.

NOTE: It is your responsibility to advise all teams and the Area Program Coordinator (APC) if the time or place of the Meet changes. Remember, every school address has been provided to visiting schools. If the time or place changes, you must advise all visiting schools.

4. Familiarize yourself with Meet questions, but keep them confidential. Inventory the supplies to be certain you have the right amount of materials for the size of Meet you're hosting. Only the Host/Facilitator may preview the Meet materials!

The day of the Meet:

5. Set up Registration area for sign-in; post room and directional signs, and put large letters on the wall where each team is to drop off their P.A.R.T.Y. materials.

6. Set up the backdrop holder in performance area, secure joints with duct tape.

7. Completely fill out the top of the Scoreboard; set up the computer scoring program. Assemble materials such as calculator, stopwatch, pencils, etc.

At the end of the Meet:

1. Double-check the paper Scoreboard to make sure it coincides with the team sign-in sheet, including Division, Meet location, Meet date, Team membership numbers and so on.:

2. Make copies of the official Scoreboard, team sign-in sheet, and any "Discipline & Consequences" forms used. Send them, along with news of any Mary Ann Berdan Creativity Awards, to your Area Program Coordinator.

3. (Optional) Send a news release and pictures to your local paper, including the names of the children, their coaches and Meet results.