

FLORIDA FORENSIC LEAGUE, INC.
REGIONAL TOURNAMENT HOSTING GUIDELINES

Region: _____ Tournament Director: _____

Date: _____ Host School & Coach: _____

1. Facility Issues:

- Get permission of school principal & place event on master calendar
- Any district permissions necessary?
 - Air conditioning/water/electric on?
 - PA system off when tournament begins?
 - What time must we be out of school in evenings?
 - Automatic alarm system?
- Whole school on reserve?
- Any special requirements?
- Notification of faculty/staff regarding room use

- Hire custodial and security. Costs: _____
 - Who will have master keys to unlock rooms?
 - Walkie-talkies (tab, ballot table, ombudsperson, host, extemp prep)
 - Warn personnel in advance of possible late finish; pre-negotiated overtime rates?

- # of classrooms available: _____ Is this sufficient given last year's attendance?

Where should arriving schools park? _____

Where should buses unload and then park? _____

Place for early arrivals to wait? _____

What time can registration begin (realistically)? _____

What time can opening meeting begin (realistically)? _____

--Signage needs:

- A. Each classroom in use
- B. Directions from parking lot to holding area/meeting place
- C. Directions to judges' lounge, cafeteria, tab, etc.
- D. Restrooms
- E. Post Extemp Prep & TD work room/posting area

--Locations for:

A. Tab room _____

- Limited access from other areas
- Can be accessed by tournament staff all day
- Lots of table space; free of clutter from other school uses
- 4 computers, with CD & floppy drives, each linked to laser printer
- Full access to computers, with network outage alternatives
- Tab room programs pre-installed
- Extra computer cables, ink cartridges, etc.
- Two (2) copiers, with collate & staple capabilities [in or near tab]
- If copiers have codes, arrange for codes with no limits; codes must be able to be given to tournament staff.
- Nearby space for ballot stuffing
- Host provides refreshments for tab room
- Host gets meals for tab staff to avoid delays in tournament operations
- Need 2 students for exclusive use by tab for errand running; need 2 more students at various times for ballot stuffing
- Work out who is bringing office supplies, copy paper, etc.

B. Judge room (consider expected # of judges) _____

- #1 priority: must be near tab room!
- # 2 priority: must be able to consume food/beverages in this room!
- Host provides food and beverages for judges (soda, water, coffee, snacks, etc.)
- Computer access for judge area is a nice addition!
- May want to get microphone for ballot distribution announcements
- Need 3 designated areas for: ballot distribution, ballot collection, and ombudsperson table if using this system
- Need parent/other adult provided by host to control access to this room
- Get armbands/tags for judges to use for access control

C. Opening meeting & awards ceremony _____

- Podium, microphone stand, microphone
- What other technology is this room wired for?
- Need tables on stage for qualifier plaques
- Need 2 students on Saturday afternoon for plaque set-up

D. Extemp Prep Rooms _____

- One room for 40 preferred; otherwise 2 rooms for 20
- Easy access for extemp files
- Room that can be “messy” all day

E. Student Congress Rooms _____

- Need in close proximity to tab room; rooms must seat 25 – 35 students
- Need layout of rooms in advance for seating charts

F. Policy Debate Rooms _____

- These rooms must be on the first floor!

- Need 2-3 ballot runners permanently assigned to TD ballot collection
- Policy tub drop off area?
- Need Policy Debate workroom (large classroom) for teams to prep between rounds

G. Student meals/misc. hang-out area

- Host can sell concessions here!
- Postings area? (Ideally large space; near tab)
- Serve 1 meal (Sat. lunch); be able to include vegetarian and vegan needs. Meal prices are pre-set (\$5 for lunch); don't forget hidden costs (utensils, etc.); is your meal selection easy to serve?; plan to operate multiple serving lines
- Host school responsible for meal tickets
- Secure coolers, ice access, etc.
- Meal times flexible to fit tabulation/operations schedule
- Restrooms
- Lost and found?
- First aid?

H. General Competition Rooms

- Generate room use list for tournament staff
- Send map with room use list so that event rooms can be blocked together
- Be sure to eliminate any rooms that can't be used as per administration rules
- Check each room on the list—designate room sizes (small vs. large).

II. Outside Facilities

A. Hotels

- Secure hotel if teams will be traveling from out-of-town
- Tournament hotel considerations/needs:
 - Should be within close proximity (15 minutes) of competition site
 - Should be within close proximity (walking distance, safe walk) of restaurants/food options
 - Does hotel have continental breakfast/inexpensive restaurant?
 - Ensure hotel will deal with children well.
 - Obtain hotel policies: check-in/check-out/payment (checks accepted? tax exemptions?)
 - Ensure hotel has ample space for bus parking
 - Reasonableness of room rate/deadline to reserve rooms.

B. Restaurants

- Prepare list of recommendations for out-of-town schools; include costs
- Include a nearby pharmacy
- Notify restaurants in close proximity to hotel
- Prepare list of "late night" eating establishments/delivery options to hotels

C. Directions

- Create directions to hotel and to school

D. Registration

- Host school should create folder/binder with information from host school for each school at tournament.
- Host must be at registration to answer questions
- School maps must be available at registration (1 per entry + 1 per judge)
- Meal tickets must be available at registration (pre-sorted in envelopes)

III. Tournament Invitation

- Must include hotel list, contact information, contact person, room rates, block deadlines, etc.
- Must include driving directions (see C above)
- Must include meal information (what is being served, cost of extra meals, etc.).
- Must include host's cell phone or other emergency # for "lost schools"
- Tournament invitation should be released in December, or not later than January 2.

IV. Financial Information

- Hosts are entitled to all fees generated from meals, concessions, etc.
- \$5/entry fee per student goes to FFL
- Regional Directors can tack on \$3 administrative fee to cover expenses
- Hosts may sell food concessions, drinks, etc. to student contestants
- Costs borne by host:
 - Security & custodial personnel
 - Any other facility costs
 - Food for judge & tab room
 - Copy paper/copies as determined by school

Suggested Office Supply List

- Emergency supply of copy paper
- Color paper (one color per event if you want to color-code IE ballots)
- Staplers/paper clips/rubber bands
- Pens/pencils/highlighters/white-out
- Tape: masking, scotch, duct
- Poster board (10-15 sheets if holding elim. rounds) & multi-color markers
- File folders (minimum of 2 per school)
- Debate ballots (will be supplied by FFL)
- Ballot labels
- Plaques (will be supplied by FFL)

Janitorial Checklist

Morning of Tournament

1. Prep cafeteria and auditorium for tournament use
2. Stock bathrooms for tournament use
3. Ensure that air conditioning and electric will be on during tournament; turn off bells/PA system
4. Set-up any extra necessary tables (concessions, ballot return, etc.)
5. Unlock doors/hallways/restrooms
6. Unlock elevators if needed for tub movement
7. Set-up walkie-talkie/auditorium PA system/podium
8. Set-up for lunch

Saturday afternoon

1. Clean-up from lunch
2. What system will be used for cleaning up/shutting down rooms?
3. Prep auditorium for awards

Host School Volunteer Needs

- Host coach must be available all day
 - Need 2 very responsible students for concession stand
 - Need 1 very responsible adult for staffing judge food table
 - Need 1 very responsible adult with vehicle for emergency errands off campus
 - Need multiple students/adults for meal service
 - Need students to guide judges/contestants to hard-to-find rooms and check rooms for locked doors
 - Need student assistants for tournament operation:
 - 2-3 ballot runners for TD
 - 1-2 errand runners for tab
 - 1-2 clerical assistants for ballot stuffing
- ***Schedule students in shifts; have a student coordinator to check volunteers in/out