

**FLORIDA FORENSIC LEAGUE, INC.**  
**STATE TOURNAMENT SITE REVIEW GUIDELINES**

State Championship                  Novice State                  School: \_\_\_\_\_

Dates: \_\_\_\_\_                  Hosting Coach: \_\_\_\_\_

1. Facility Issues:

- 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?

- Cleared with administration?
  - Whole school on reserve?
  - Any special requirements?
  - Notification of faculty/staff regarding room use, need to clear out of rooms quickly on Friday afternoon

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

--# of classrooms available: \_\_\_\_\_ (minimum of 90)

- What time does school end on Friday? \_\_\_\_\_
- Where should arriving schools park? \_\_\_\_\_
- Where should buses unload and then park? \_\_\_\_\_
- Parking lot cleared by: \_\_\_\_\_ (time)
- Place for early arrivals to wait? \_\_\_\_\_
- 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 tub storage room #s

--Locations for:

A. Tab room \_\_\_\_\_

- Limited access from other areas
- Can be accessed by tournament staff all day on Friday
- 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 up to 4 additional students at various times for ballot stuffing
- FFL will supply tabulation staff, office supplies, etc.

B. Judge room (for 100 – 150 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!
- Need 3 designated areas for: ballot distribution, ballot collection, and ombudsperson table
- 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, projection screen, LCD/projector
- What other technology is this room wired for?
- Need large tables on stage for trophy set-up
- Need 3 students on Saturday afternoon for trophy set-up
- Where will trophies be stored? (delivery is on Thursday/Friday AM)

D. Extemp Prep Rooms \_\_\_\_\_

- One room for 75 preferred; otherwise 2 rooms for 40
- Easy access for extemp files
- Room that can be “messy” all weekend
- Can serve as overnight storage space

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

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- These rooms must be on the first floor!
- Need 4 ballot runners permanently assigned to TD ballot collection
- Location for overnight Policy tub storage?
- Policy tub drop off area?

## G. Student meals/misc. hang-out area

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- Host can sell concessions here!
- Postings area? (Ideally large space, 2 sets of postings up?; near tab room)
- Serve 2 meals (Fri. dinner & Sat. lunch); must be different each day; must be able to include vegetarian and vegan needs. Meal prices are pre-set (\$7 for dinner; \$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 (different sets on Friday and Saturday)
- 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 (need this 2 weeks in advance)
- Send map with room use list so that event rooms can be blocked together
- Be sure to eliminate any rooms that can not be used as per administration rules
- Check each room on the list—designate room sizes (small vs. large).

## II. Outside Facilities

### A. Hotels

- Check with previous hosts to determine # of rooms needed
- Choose no more than 2 hotels—1 tournament hotel and 1 alternative
- 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?
  - Must negotiate comp. meeting room for Friday AM registration and meetings
  - Friday AM comp. room should have coffee, water, etc.
  - Must negotiate comp. hotel rooms for early arriving officers, hired judges, etc.
  - Availability of other meeting spaces for early Fri. policy rounds or Sat./Sun. elimination rounds in Policy
  - 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 from each FFL region
- Circulate directions to FFL Regional Directors to ensure accuracy from their area

## 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
- Printed directions must be available at registration (2 – 3 sets per school)
- 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" on Friday afternoon
- Due dates for tournament invitation (to be sent to League President):

- Varsity State:        January 10
- Novice State:        February 01

## IV. Financial Information

- FFL gives each host school \$500 upon receipt of invitation
- Hosts are entitled to all fees generated from meals
- Hosts may sell food concessions, drinks, etc. to student contestants
- Host may be eligible for up to an additional \$500 if Board deems that requirements are met
- Costs borne by host:
  - Security & custodial personnel
  - Any other facility costs
  - Food for judge & tab room
  - Copy paper/copies as determined by school

### Office Supply List (to be supplied by league)

- Emergency supply of copy paper
- Color paper (one color per event)
- Staplers/paper clips/rubber bands
- Pens/pencils/highlighters/white-out
- Tape: masking, scotch, duct
- Poster board (50 sheets) & multi-color markers
- File folders
- Debate ballots
- Ballot labels
- Trophies & method to transport them
- Lapel pins

### Janitorial Checklist

#### *Friday afternoon*

1. Prep cafeteria and auditorium for tournament use (especially Friday dinner)
2. Restock bathrooms for tournament use
3. Ensure that air conditioning and electric will be on during tournament
4. Set-up any extra necessary tables (concessions, ballot return, etc.)
5. Sweep rooms to check for locked doors/hallways/restrooms
6. Unlock elevators if needed for tub movement
7. Set-up walkie-talkie/auditorium PA system/podium

#### *Saturday morning*

1. Restock bathrooms for tournament use
2. Ensure that air conditioning and electric will be on during tournament
3. Set-up any extra necessary tables (concessions, ballot return, etc.)
4. Sweep rooms to check for locked doors/hallways/restrooms
5. Unlock elevators if needed for tub movement
6. Set-up for lunch

#### *Saturday afternoon*

1. What system will be used for cleaning up/shutting down rooms?
2. Prep auditorium for awards

### Host School Volunteer Needs

- Host coach must be available all day Friday (need sub that day) and Saturday.
- Need 2 very responsible students for information table
- Need 2 very responsible students for concession stand
- Need 1 very responsible adult for monitoring access to judge room
- 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:
  - 4 ballot runners for TD
  - 2 errand runners for tab
  - 4 clerical assistants for ballot stuffing/results audit

\*\*\*Schedule students in shifts; have a student coordinator to check volunteers in/out