



## TO DO LIST FOR GLOBAL FINALS 2018

- READ ALL INFO IN **GLOBAL FINALS** [Team Manager Guide](#)!! Send [Parent Guide](#) to parents of your team members.
- ALL FORMS **ON THE GLOBAL FINALS WEBSITE:** [www.globalfinals.org](http://www.globalfinals.org) ARE SENT TO **DI, INC** IN NEW JERSEY
- **Official Global Finals Team Registration form**
  - **ONLINE** - you will receive an email from DI to register your team
  - **Due date: April 7 or earlier with a \$1500 deposit to reserve spaces for team members and supporters.**
- **Final payment due Tuesday, May 1, by 11:59 pm EDT**
  - Send to **DI Inc** in **New Jersey**
- **Pin & T-shirt Orders**
  - Link for online ordering & payment info is
    - [www.divirginia.org/shop](http://www.divirginia.org/shop)
  - Use Pin & T-shirt Worksheet to collect orders for **online ordering:** [www.divirginia.org/shop](http://www.divirginia.org/shop)
  - Order online
    - T-shirt orders are due **by April 9**
    - Pin set orders are due **by May 1**. Pin orders are limited and will be fulfilled on a first-come, first-serve basis.
  - **Orders will be sent out after payment is received**
  - All T-shirts will be shipped from Blue Ridge Graphics Printing
- **FUNDRAISING!!**
- Check out the Global Finals website at <http://www.globalfinals.org/>