

TM Checklist for DIVA Tournament

MARCH 24, 2018

PRE-TOURNAMENT INFO

- If I have more than one team, I will assign a parent or co-TM to be with the other team if the teams' schedules conflict.
- I have read over the challenge AGAIN with my team to ensure they have all the required elements.
- I have read over the Rules of the Road AGAIN
- I have checked the DI website: www.globalfinals.org regarding Global Finals dates, housing, and COST.
- My team will not be allowed to visit their Challenge site on Friday, March 23.
- My team understands that they are to follow the buddy system throughout the day, with no team member walking around alone
- If we take photos or video of our teams, we know, that with parental permission, we can send these to info@divirginia.org to post on the DIVA website

TOURNAMENT INFO

- Registration opens at 7:30 AM. I am aware that only ONE Team Manager or parent designee should pick up the registration materials
- I will wear my TM name tag (with my name written on it), which will be provided in the Registration materials
- My team will report to their challenge site at least 15 minutes prior to their scheduled time.
- I will be sure to inform ALL MY PARENTS that they are not allowed to help their children in any way during the tournament, which might cause INTERFERENCE with the team. This includes helping with costumes, repairing sets, props, fixing hair, makeup, etc. I will also remind them not to interfere during performance time. This is true for ALL teams of any age.
- I will ensure that my team and all supporters will use good manners, be respectful and courteous and use good sportsmanship throughout the entire tournament day.
- I understand that it is my team's responsibility to ensure there is no damage to the school – walls, floor, etc.
- We will NOT unload our props/scenery until one hour prior to our scheduled performance time so as not to create congestion in the hallways.
- We will NOT reserve a table in the cafeteria all day for our team so we can allow others to sit and relax at different times during the day and at lunchtime.
- I will be sure my team has ALL of the forms/information necessary for their challenge:
 - Declaration of Independence – 2 copies (1 for IC, 1 for Team Challenge) (These must be new forms with the April 8 date)
 - Expense Report form
 - I kept the original receipts and made copies for the appraisers
 - If the team used different materials and/or changed anything, I will submit a new Expense report
 - Tournament Data form – 5 copies
 - Any team clarifications – provide a copy for appraisers and keep original
 - Any other information as required by the Challenge
- When the appraisers ask my team questions once their challenge is over, only the team may talk to the appraisers. I, the TM, will sit patiently, waiting for them to brag to the appraisers about all the amazing things they did!

- When my team's scores are ready, the Head Appraiser will meet and discuss the scores with only ONE TM and ONE team member
- My team's scores are PRELIMINARY and will not be final until the Awards Ceremony
- I understand that my team can appeal an OBJECTIVE score ONLY. If we appeal, I know that we have 30 minutes from the time we receive our scores to submit the appeal.
- No props and scenery will be discarded at the school

INSTANT CHALLENGE INFO

- I promise that...
 - My team will not discuss the IC until AFTER Global Finals is over (May 26, 2018)
 - Only ONE TM is allowed in the IC Hallway and in the IC room with my team
 - Team supporters will wait DOWNSTAIRS for the team – AFTER they leave the Chill Out Room
 - No electronic devices are allowed in the IC room

TEAMS ADVANCING TO GLOBAL FINALS INCLUDE:

- Virginia will advance 3 teams per Challenge, per level
- There are no WILD CARD teams this year.
- We will select 2 teams per Challenge, per Level for the Global Finals Lottery. See page 2 of the Program Book for further information on the Lottery.
- Please note: If you know that your team will not be able to advance to Global Finals, you must inform us after the Awards Ceremony or via email to info@divirginia.org. We will let the next team advance on if your team cannot go.