

TM Checklist for DIVA Tournament

March 28, 2020

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, registration costs and hotel and meal options so we are ready!
- My team will not be allowed to visit their Challenge site on the Friday before the tournament.
- 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 videos 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 designated parent 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 20 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. and we will pick up our trash throughout the day.
- 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:

REQUIRED FORMS	Technical Challenge: The Big Fix	Scientific Challenge: First Encounter	Fine Arts Challenge: Picture This	Improv Challenge: To the Rescue	Engineering Challenge: In the Cards	Service Learning Challenge: It's About Time
Tournament Data Form For Elementary Level teams only: Team Managers MAY fill out the form, writing out the words dictated by the team.	FORM: The Big Fix Challenge 6 Copies Pages 10 & 11 1 Copy Page 12	FORM: First Encounter Challenge 6 Copies Pages 11 & 12 1 Copy Page 13	FORM: Picture This Challenge 6 Copies Pages 9 & 10 1 Copy Page 11	FORM: To the Rescue Challenge 6 Copies Pages 16 1 Copy Page 17	FORM: In the Cards Challenge 6 Copies Pages 24 & 25 1 Copy Page 26	FORM: It's About Time Challenge 6 Copies Pages 13 & 14 1 Copy Page 15
Declaration of Independence Form (1) To Prep Area Appraiser AND (1) To Instant Challenge Check-In	FORM: Rules of the Road Page 45 2 Copies REFERENCE: Rules of the Road Page 16	FORM: Rules of the Road Page 45 2 Copies REFERENCE: Rules of the Road Page 16	FORM: Rules of the Road Page 45 2 Copies REFERENCE: Rules of the Road Page 16	FORM: Rules of the Road Page 45 2 Copies REFERENCE: Rules of the Road Page 16	FORM: Rules of the Road Page 45 2 Copies REFERENCE: Rules of the Road Page 16	FORM: Rules of the Road Page 45 2 Copies REFERENCE: Rules of the Road Page 16
Expense Report Form To Prep Area Appraiser	FORM: Rules of the Road Page 44 1 Copy REFERENCE: Rules of the Road Page 18	FORM: Rules of the Road Page 44 1 Copy REFERENCE: Rules of the Road Page 18	FORM: Rules of the Road Page 44 1 Copy REFERENCE: Rules of the Road Page 18	FORM: Rules of the Road Page 44 1 Copy REFERENCE: Rules of the Road Page 18	FORM: Rules of the Road Page 44 1 Copy REFERENCE: Rules of the Road Page 18	FORM: Rules of the Road Page 44 1 Copy REFERENCE: Rules of the Road Page 18
Team Identification SIGN 2ft x 3ft (0.6m x 0.9m)	REFERENCE: The Big Fix Challenge Page 8	REFERENCE: First Encounter Challenge Page 9	REFERENCE: Picture This Challenge Page 7	REFERENCE: To the Rescue Challenge Page 11	REFERENCE: In the Cards Challenge Page 18	REFERENCE: It's About Time Challenge Page 11

- 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 team manager 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 (End of May)

- 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 teams for the Global Finals 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.

We are so EXCITED to see your team's solution on March 28th!

Amy and Laurie