

TM Checklist for DIVA Tournament
April 5, 2014

Pre-Tournament Info

- Our team has submitted **at least one trained appraiser** or a TM of another team not advancing to the DIVA tournament – to be an appraiser at the DIVA tournament. If we did not submit an appraiser, we submitted a check for \$100 made out to DIVA (however, the DIVA Board would prefer we send an appraiser!)
- Our team submitted **at least one adult helper** to help out for **2 hours** at the tournament. This person will work his or her 2 hours around our team's performance time, so he/she can watch the team perform.
- I have **submitted my team's lunch order, pin and t-shirt order** to Laureen Dycus laureendycus@gmail.com or ldycus@hcps.us
- If we need a **hotel room**, we know to **check the DIVA Website** (www.divirginia.org) for the hotel group rate information
- 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, April 4.**
- 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 Adam Law** (adamvlaw@gmail.com), the DIVA webmaster, 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** (which include Certificates for each team member)
- 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 Central Challenge)
 - **Expense Report form**
 - I kept the original receipts and made copies for the appraisers
 - **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 24, 2014)
 - 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 team member or TM will take pictures of any kind (still or video)**
 - All team members and TMs will **turn off their cell phones**

Teams advancing to Global Finals include:

- All 1st, 2nd, and 3rd place teams for all challenges except for Service Learning challenge
- Service Learning challenge – All 1st – 5th place teams!!
- TWO Wildcard teams
- Please note: **If you know that your team will not be able to advance to Global Finals, you must inform Laurie Abeel (laurie@divirginia.org) ASAP so she can invite another team**