

## **C2 ORGANIZATIONAL (ORG) MEETING**

### **WHO SHOULD ATTEND**

- President or his/her representative\*
- Hosts or their representatives from each host schools\*
- Registrars for A/B and C Divisions\*
- Treasurer\*
- Program chair(s)
- Judges chair(s)
- Coaches from schools who will be attending the festival
- Tabulations chair(s)
- Room Chair chair(s)
- Publicity chair(s)
- Vice Presidents
- Registration chair(s)
- Last year's chairpersons should come to this meeting to train this year's chairpersons.

\* means these persons need to begin work **at least** one hour before the rest arrive.

NOTE: Anyone who has signs, trophies, ribbons, stopwatches and other things needed for festival should bring them to this meeting.

### **BRIEF LIST OF THINGS THAT NEED TO BE ACCOMPLISHED**

- Select program cover design for each festival program
- Give all payments to treasurer
- Verify entries from all schools (paid, registered, changes made); submit any problems to President for final decisions
- Stuff judge packets **and tech judge packets**; prepare judge matrixes
- Prepare code tags for all schools; write codes on envelopes for share sheets
- Put all materials for programs in the hands of program chair(s)
- Verify that host schools have all DTASC items needed for hosting or make arrangements to get them before the day they host
- Complete information packets for coaches and have them ready to email
- Verify that all committee chairs have what they need for festival
- Prepare publicity notices
- Network with current hosts for advice and troubleshooting

### **JOBS PREPARING FOR ORGANIZATIONAL MEETING**

- **Organizational meeting host:** Make signs directing DTASC members to room(s) being used; locate copy machine, work tables, space for hospitality, etc.
- **Hospitality (by host):** Buy or arrange for refreshments for group
- **Festival Hosts:** Provide lists of rooms available for each event to program chairperson; email campus map, lists of acknowledgements and locations to program chairperson
- **Registrars:** Know whether everyone who registered online has paid and vice versa; create list of schools president should contact
- **Program Chairperson:** Prepare program for festival with round 1&2 room assignments; make lists for preparing school code tags, judge packets, share sheet envelopes; have lists of school codes and judging conflicts

*more jobs on next page*

## ORGANIZATIONAL (ORG) MEETING, CONTINUED

### JOBS AT ORGANIZATIONAL MEETING

- **Organizational meeting host:** Put up signs directing DTASC members to room(s) being used; provide copy machine, work tables, space for hospitality, etc.
- **Hospitality (by host):** Provide refreshments for group
- **Treasurer:** collect all the checks, make a list of who paid how much (separate lists for Varsity and MS/JV divisions), prepare bank deposits
- **Festival Hosts:** Finalize informational letters for coaches and prepare mailing, get materials needed from president, make assembly seating charts (if using them); discuss room assignments with president, VPs and other interested parties
- **Registrars:** Bring checks and registration forms to treasurer; give ads to program chair; deal with any last minute entries that arrive at the org meeting
- **Program chair or representative (aka Collector):** collect all materials needed for program (cover design with designer's name & school, ads, all host school and committee info for programs, etc.) at meeting or by email
- **President: call anyone whose check has not arrived; ensure that host has DTASC signs and any other items, help, or advice needed for festival**
- **Judges chairs:** get room and event information; prepare judge packets
- **Tabulations chairs:** get printed copies of school information needed
- **Room Chair chairs:** stopwatches & batteries; ribbons; rooms and number of chair-people needed; packets with extra share sheets for judges; room chair speech, text liaison number, etc.
- **Publicity chairs:** prepare material for local newspapers etc.
- **Trophy person: how many trophies and plaques actually needed?**
- **Vice Presidents:** oversee organization of each festival; make sure all jobs are covered; assign all coaches possible to judge and do rules check for rounds 1&2 (assignments must be according to judges matrix and must be double checked for school conflicts, including feeder schools)
- **Registration chairs:** envelopes with code tags & pins for each school/division

*continued*

## HOSTING THE ORG MEETING

### Before the meeting date:

- Email everyone meeting information and directions to your school.
- Arrange for use of computers at the school. Usually need 2 with internet access and printing ability.
- If a computer password is needed, be sure you have the password.
- Make sure there's enough table space available (4 long tables minimum).
- Make sure there's a working printer and an adequate paper and ink or toner supply for the computers in use.
- Make signs to post on the day of the meeting, to get people from the parking lot to the room we're using. Usually DTASC and an arrow are sufficient.
- Have access to a photocopier for the day of the meeting. The photocopier should have legal and letter size paper available, and be adequately stocked on toner. If a password is needed, be sure you or someone who will be at the meeting has the password.
- Collect supplies needed: ballpoint pens, paper clips, rubber bands, stapler with staples, Post-it notes, scratch paper, paper for the printer, scissors or paper cutter.
- Arrange for hospitality for the meeting, or buy hospitality supplies yourself. (Send/give receipts to DTASC treasurer for reimbursement.)
- Arrange for students to come and help assemble packets; they get Community Service. **Students should arrive at the later start time, not when the president and registrars are having their planning session.**