

C2 ORGANIZATIONAL (TYPING) MEETING

WHO SHOULD ATTEND

- President or his/her representative
- Hosts or their representatives from A/B and C Division 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.

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

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:** provide refreshments for group
- **Treasurer:** collect all the checks, make a list of who paid how much (separate lists for C and A/B divisions), prepare bank deposits
- **Festival Hosts:** provide lists of rooms and match room size to event (work with sorters); provide campus maps for programs, have driving directions to school, finalize informational letters for coaches and prepare mailing, get materials needed from president, make assembly seating charts
- **Registrars:** know whether everyone who registered online has paid and vice versa, bring checks to treasurer, deal with any last minute entries that arrive at the typing meeting, verify that schools entered are marked paid, enter room numbers for each event in each division; when everything is finished for each division, create program (which will automatically assign school codes & send an email to each coach telling them their code)
- **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.)
- **President:** bring signs, hospitality box, etc. for host schools; oversee everything
- **Judges chairs:** get room and event information; prepare judge packets & assignments
- **Tabulations chairs:** get printed copies of school information needed
- **Room Chair chairs:** stopwatches & ribbons, rooms and number of chairpeople needed
- **Publicity chairs:** prepare material for local newspapers etc.
- **Trophy person:** get exact number & types of trophies needed for each division; collect leftover trophies and recycle if possible
- **Vice Presidents:** oversee organization of each festival, make sure all jobs are covered
- **Registration chairs:** make sure all registration packets are ready

continued

ORGANIZATIONAL (TYPING) MEETING, CONTINUED

BRIEF LIST OF THINGS THAT NEED TO BE ACCOMPLISHED

- Program cover design selected for each program (A/B and C Divisions)
- All payments to treasurer
- Verify entries from all schools, submit any problems to President for final decisions
- Program information for each division; includes school code
- All materials for programs in the hands of program chairs
- Host schools collect all DTASC items needed for hosting or make arrangements to get them before the day they host
- Information packets for coaches are complete and ready to mail or email
- Chairpersons for judges/tabulations/room chairs set up for the festival
- Publicity notices prepared
- Stuff judge packets, revise judging sheets if necessary
- Registration Chair make code tags for all schools, mark envelopes for share sheets, file folders for codes of conduct/script copies, make sure there are extra copies of Code of Conduct (student and teacher) in case schools do not bring them
- Former hosts network with current hosts for advice and troubleshooting
- Vice Presidents verify duties of all coaches for festival, send reminders

HOSTING THE ORG MEETING

Before the meeting date:

- E-mail 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 for doing paperwork.
- 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.)