

## C2 ORGANIZATIONAL (ORG) 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.

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

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 (may be host):** 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 available for each event (work with registrars); 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 and registration forms to treasurer; give ads to program chair; deal with any last minute entries that arrive at the org meeting; verify that schools entered are marked paid; enter room numbers for each event in each division (and double check Event 2 round 2 room assignments); 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:** ensure that signs, etc. are provided 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; prepare packets with extra share sheets for judges, room chair speech, etc.
- **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

*more jobs on next page*

## **ORGANIZATIONAL (TYPING) MEETING, CONTINUED**

- **Vice Presidents:** oversee organization of each festival; make sure all jobs are covered; get copy of judges matrix and 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:** assemble envelopes with code tags & pins for each division

## **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 chair(s)
- 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/registration set up for the festival
- Publicity notices prepared
- Stuff judge packets; revise judging sheets if necessary; prepare judges matrixes
- 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 (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.