**\*\*Before the Meet\*\***

\_\_\_\_\_\_\_\_\_Remind each participating campus to [REGISTER](https://www.uiltexas.org/form/aplus/home.php) with the UIL State Office by November 15th of

 the competition year

\_\_\_\_\_\_\_\_\_Order contest materials from the UIL State Office ([review this page](http://www.uiltexas.org/aplus/aplus-meets) for information about

 differences between invitational and district meets)

\_\_\_\_\_\_\_\_\_Provide a method for schools to enter contestants (many districts use an Excel spreadsheet)

\_\_\_\_\_\_\_\_\_Furnish contest directors who recruit and train judges, or work with assigned contest directors

 from participating schools

* Furnish A+ grading/judging guidelines to the people who will be evaluating student work

\_\_\_\_\_\_\_\_\_Schedule rooms for meet

* \_\_\_\_\_\_\_\_\_ Schedule rooms for contests
* \_\_\_\_\_\_\_\_\_ Provide an area for students to wait for contests to begin and between events
* \_\_\_\_\_\_\_\_\_ Provide rooms for judges and graders to work after a contest is complete
* \_\_\_\_\_\_\_\_\_Provide a room for results to be compiled and verified

\_\_\_\_\_\_\_\_\_Arrange an awards assembly (Be sure to have all results verified prior to announcing the

 winners)

\_\_\_\_\_\_\_\_\_Make arrangements for any necessary meals or refreshments

\_\_\_\_\_\_\_\_\_Provide any necessary maps and/or parking instructions

\_\_\_\_\_\_\_\_\_Secure timekeepers and monitors

\_\_\_\_\_\_\_\_\_Inventory meet materials received from the UIL State Office or make copies of files received

\_\_\_\_\_\_\_\_\_Walk the rooms to determine if they have the appropriate desks, etc… for all competitions and are

 not vacant or with tables

\_\_\_\_\_\_\_\_\_Meet with all speaking judges and go over expectations

**\*\*After the Meet\*\***

\_\_\_\_\_\_\_\_\_Meet with UIL coordinators to evaluate the meet and discuss potential changes for next year

\_\_\_\_\_\_\_\_\_Return contest materials to participating schools (Feb. 1 for fall/winter meets and May 31 for

 spring meets)

\_\_\_\_\_\_\_\_\_Submit [Academic Participation Summary](https://www.uiltexas.org/machform/view.php?id=158687) to the UIL State Office