



REMEMBER TO REGISTER YOUR ATTENDANCE AND COMPLETE SESSION  
EVALUATIONS.

SESSION NUMBERS ARE IN THE PROGRAM.

# HOSTING A TOURNAMENT

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# BEFORE HOSTING

- advertising/spreading information - social media = a gift!
- Admin approval
- planning/setting up rooms to be used - academics, TAB, hospitality, holding area, concessions
- Choosing testing materials
- Which events to offer?
- Deciding upon/setting fees
- Visitor's experience - hospitality room, welcome desk, MC, awards ceremony?
- Communication with your own academic coaches (proctoring/grading/reporting as part of their stipend?)
- Hiring help (TAB, extemp draw, judges)
- Walkie-talkies - ask Admin to charge/borrow them for the day
- Hospitality - who will cook? Who will be present all day?
- Technology needs - microphone? Wifi for guests?

# BEFORE HOSTING CONTINUED

- Collect brown paper bags or empty paper boxes throughout the year to give tests/materials/awards back to schools
- Post as early as possible to UIL, Tabroom, and Speechwire calendars
- Goody bags/paper to cover desks for each room used
- Order medals and trophies
- Try to have a second-in-command host teacher to worry about the small stuff - locked rooms, lights, etc - so you can focus on the bigger fires to put out
- Make copies of "Do not enter without a judge" for every single classroom and hang before tournament begins
- Email your teachers at least a week in advance, letting them know that you're hosting and their rooms will be used, so valuables should be hidden or taken home beforehand

# DURING THE TOURNAMENT

- Registration table - folders for each school - plus maps, receipts/PO's, payment acceptance (proof)
- Who helps where?
  - a. Kids - where to post them - more on this later
  - b. Coaches - their responsibilities
  - c. Parents - can they help in hospitality? Concessions? judging/grading?
  - d. Other activity sponsors - concessions = fundraiser?
  - e. admin
    - TAB (tabroom and speechwire)
    - How will you judge/grade/post results?
    - awards/award ceremony? announcements?

# DURING THE TOURNAMENT CONTINUED

- Feed the custodial staff as much and as often as possible
- Think about where you want your most competent team members (kids) to be - important places are the ballot table (if you're using paper ballots), a kid to make copies without jamming the copier, and someone to trust with the PA system - schedule kids to overlap if they can't stay all day, so they can teach their replacement
- Try to rearrange rooms back to original - maybe use a student photographer who can stay all day and do a walk-through at the end of the day - BUT warn your teachers that changes may be made

# AFTER HOSTING

- cleaning/reset school, classrooms - use the same student who took pics
- Remove “Do not enter without a judge present” papers and desk covers
- Custodial staff
- Thank You to coaches and other teachers
- Follow up with schools - mail tests and keys, leftover awards, blank tests and keys
- Post official results (taboom, speechwire, email)

# QUESTIONS/CONCERNS

Please don't hesitate to email me with any questions you may have - if I don't know the answer, I will find someone who does!

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TAB gurus Michael Donaldson - [mdonaldson@connally.org](mailto:mdonaldson@connally.org) - and Julian Erdmann - [julian.t.erdmann@gmail.com](mailto:julian.t.erdmann@gmail.com) - are my two recommendations when it comes to TAB room hires. They will show up with judges, software, extemp topics, and humor to help make your day run smoothly. Get with them ASAP because their calendars book up FAST.