

Prepping for a Tournament

This document is intended as a reference aid for colleges working with the Northeast Traveling Tab Team.

Things to do, in rough chronological order:

Create a tournament entry on tabroom.com

- Minimally include the dates of the tournament and the activities tentatively being offered
- Do this as soon as you can: it's never too early. Often teams put together a season's calendar before the previous season is over

Post a comprehensive invitation on tabroom at least two months (and preferably three) before the tournament date. Include:

- Dates of tournament, when registration opens and closes on tabroom, when fees freeze, congress legislation dates
- Events offered and rules (e.g., definition of novices, topics being debated, strikes/prefs information, event/school caps)
- Judge policies (ratios of judges to teams, obligations, hire info, experience requirements [e.g., student judges must have 200+ NSDA points])
- Fees
- Tentative schedule (use last year's—and consult the Tab Team). Rule of thumb: double-flighted PF and LD require three hours, so 8/11/lunch/2:30/5:30 is a reasonable day
- Tournament hotel (if any)
- Parking info, campus map

NOTE: You can (and probably will) update information on the website after the invitation is posted. Additionally, your Live Docs (created by the Tab Team) will provide final, definitive information immediately before and during the tournament.

Order trophies

- Use this guide: <http://www.jimmenick.com/vault/trophies.xlsx>

Reserve rooms from the college

- Start this process the minute you know when your tournament will take place. The number of available rooms determines the number of registrants you can accept.

- Sample file to organize room info:
https://docs.google.com/spreadsheets/d/1_Qwq_8olp9SzPe3VUBNibQoCQYCZdGGNS6co4UmNfDE/edit?usp=sharing

Gather judges

- Get availability and event preferences from your own school's potential judges
- Hire outsiders. This optional step should be done by someone who really knows the activities for which potential judges are being hired. You may need to provide lodging and meals and transportation for these judges.
- Sample file to organize judges:
https://docs.google.com/spreadsheets/d/1EpYv9K4tBjll_qiftkuqkLnpqYhtQgS_NCZodqgbPzQ/edit?usp=sharing

Plan food and comfort

- Once your numbers are relatively set, you can order breakfasts, snacks, coffee, lunches and (depending on your schedule) dinner for judges
- Find good space(s) for the judge lounge(s)
- Some further info: <http://www.jimmenick.com/vault/comfort.pdf>

Set up registration on tournament day

- <http://www.jimmenick.com/vault/RunReg.pdf>

Need more? There's lots of background at
<http://www.jimmenick.com/forensics.html>