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| **NSDA Congress Quals** | **NSDA Events/Debate Quals** |
| Month OUT:* Send Invite
* Set up Tabroom Registration
* Order Awards
* Order Ballots
* School Host Awards

1-2 Weeks OUT: * Check paperwork
* Pick up Awards
* Organize awards
* Organize Judges
* Send resources/info to judges
* Create placards
* Set Chambers
* Update accounting
* Traveling Trophy Reminder
* Update points for traveling trophy
* Send single entry intent to coaches
* Food numbers and organization

Week OF:* Tab boxes for Friday
* Replacement folders for Saturday sessions
* Suppersession folders
* Registration folders—placards and invoice
* Cash for Judges
* Cards for supersession judges
* Set up Tabroom for Tab—schedule and rooms and judges
* Score Sheets
* Code List
* NSDA and Grande Fee Reminders
* Ballot Folders
* Email last minute reminders
* Judge Packets
* Print Manual

Week AFTER:* Type Results form
* Send Results and files
 | Month OUT:* Send Invite
* Set up Tabroom Registration
* Copies: Judge Cards and Tab Cards and ballots and Flows and pinks and final tab sheets
* Send Student of the Year and other nomination awards info

1-2 Weeks OUT:* Check paperwork
* Check OOs
* Email Judges
* Update Accounting
* Food numbers and organization
* Figure Coach Awards
* Send Extemp Topic Areas
* Traveling Trophy Reminder

Week OF:* Registration and Info Sheets
* Code Sheets
* Ballot Folders
* Fee reminders for NSDA and Grande
* Manage drops and changes
* Cash for judges
* Figure Sections
* Set up tabroom for Tab—schedule, judges, rooms
* Check tab boxes: room list, scheduling rules, pencils, post sheets, carbons,
* Workers
* Write Tab Cards
* Extemp Questions
* Supply Box—paper clips, tape, staplers, paper (white and yellow), ink cartridge, pens, pencils, red pencils,
* Print Manual

Week After:* Type Results form
* Send Results and files
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