|  |  |
| --- | --- |
| **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 |