TOURNAMENT OF FIRSTS JOBS 2018

Please read for your name and then read your job description.

**Step 1 All jobs Take food to room 100.**

**Step 2 All jobs Turn in poinsettia order forms to Barrett.**

**Step 3 All jobs Read your job and get to work!**

 **NOTE: A few years ago, at the middle school tournament, we had damage done in one of the classrooms. At the high school tournament a few years ago, two teachers’ chairs were broken, and we had to pay for them. WATCH OUT FOR OUR SCHOOL.**

**JOB ASSIGNMENTS:**

**Registration:**

Job 1: Welcomes schools, takes drops and substitutions and records them on one invoice and gives them to Tournament Director making a duplicate of the invoice. Calculates bill and gives it to Job 2. Gives coach packet. Then runs the office for the day with Job 2.

Job 2: Takes bill from Job 1, takes money from coach, and gives coach invoice as receipt. See Job 1.

**Extemp Draw and Broadcasting Finals Draw:**

Job 3: Run the draw (including finals) in the library. You will need to obtain your topics/scripts.
Sit at table in front of office ONLY, not at circulation desk.

Job 4: Help Job 3 with Broadcasting Draw for Finals and with Extemp Prep throughout the day.

**Ballot Table:**

Job 5, 6, 7, 8:

All: At the ends of rounds, take in ballots from judges. Run ballots IMMEDIATELY to Tab.

**Double-check that all ranks/rates are marked** and all ballots are signed.

Please take the ballots to the tabulation room **quickly.** At the beginnings of rounds, give out ballots for the next round. Ask the judge for the category and section and give out the appropriate ballot for that round. You are all also in charge of handing out extra ballots and schematics as well as stapling master ballots to packets each round.

**Morale:**

Jobs 9, 10: Responsible for making everyone in the tournament happy. Roam the halls cheering

 people up, solving problems, spreading joy. Also responsible for the posting of finals

 plus setting up trophies during Flight A.

**Food:**

Job 11, 12, 13: Your job is to sell concessions and pizza for the day. DO NOT LEAVE THE

 CASHBOX UNATTENDED FOR ANY REASON!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

**Hallway Guards:**Check the rooms in your hallway and make sure they are unlocked and that you can remember what the room is supposed to look like—you’ll be responsible for making sure it looks like that at the end of the day. Take a picture of the room. If the desks and tables and such don’t look like that on Monday morning, YOU are the one I will send to the teacher who is upset because the room got disturbed. It is YOUR responsibility. During the rounds, stay in the hallway near your rooms so you can give directions and **keep the noise in the hallway down**. **Note: if you have a judge who has not shown up five minutes into your round, come to the office and tell someone. This is for ALL ROUNDS.** Camp out and do your homework.

14: Senior Hallway 15: Junior Hallway 16: Sophomore Hallway 17: Freshman Hallway

**SWING:**

Job 18: You are the sub if someone can’t come. If everyone shows up, see Ms. Marlowe for special duties.

**GOOD LUCK:**

Job 19: Give good luck to all the competitors via the Force.

**BUS DRIVER:**

Job 20: Snooze. Ain’t no bus needed to get to Danville High.

**BOSS MAN**

Job 21: Run Tabulations out of room 218. Be Danville.

**WATCHDOG:**

Job 22: Roam the school keeping an eye on everything, especially our own kids.

**TIMERS:**

Job 23: Each of you will be assigned a section of an event to time all three rounds of. Be the timer for the judge. If

 you are in Impromptu or Extemp, please help set up trophies during Flight A round 1 and eat lunch during

 Flight A round 2. If you are in Improv, please report to Ms. Marlowe for clean-up duties during Flight B.

**CONGRESS COMPETITORS:**

Job 24: Compete in Congress. Be Danville.

**DIABOLICAL GENIUSES:**

Jobs 25 and 26:

 Your job is twofold: First, you are to take all the poinsettia forms and put together the team master order.

 When that is complete, find two people to do the same thing and see if you all get the same number.

**IN ABSENTIA:**

Job 27: Go #beDanville somewhere else doing something important.

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1. Ms. Jenkins
2. Ms. Belcher
3. Eleanor T.
4. Evey
5. Emma M.
6. Caroline
7. Lina
8. Ethan
9. Haley
10. Charlie
11. Natalie
12. Joseth
13. Britton
14. Libby
15. Madelyn
16. Summer
17. Samantha
18. Barrett
19. Bus Yoda
20. Murphy
21. Mr. Meadows
22. Ms. Marlowe
23. Emily, Glynn, Emma E., Eleanor G., Amaris, Allison, Ashley, Mia, Alexis
24. Taylor, Makalynn, Katie
25. Evey
26. Eleanor T.
27. Abigail, Megan, Jenna, Virginia, Naomi, Claire, Connor

**Remember: We are hosting guests in our building. Go out of your way to make them feel welcome! There is no try. DO.**

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