



IDTA CONTEST HOST CHECK-LIST

Dear Contest Host,

Thank you for hosting an IDTA Regional Contest! Below you will find the information/check-list you need to host a successful IDTA Contest. Please read all of the information carefully--changes made to last year's check-list have been *italicized*.

If you have any questions, please feel free to contact me for any help you may need.

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CONTEST ENTRY FORM INFORMATION

_____ Obtain a copy of the Contest Entry Form (for teams and soloists) from idta.org/Competitions & Results link and to send to interested coaches. The details for entering any contest are listed on the contest schedule on the web site. This means you do not need to mail out any information.

_____ The entry fee listed in the Constitution is \$70.00 for two performances. Additional routines for any team is \$15.00 per routine.

_____ Music Compliance Form—it is up to you, the Contest Host, to make sure NON-MEMBER teams are aware of IDTA's expectations for teams to follow the music copyright law and legal licensing of music. The Music Compliance Form is available at idta.org/Competitions & Results link.

CONTEST SCHEDULE

_____ Cyndi Kraemer, the IDTA Judging Coordinator, will contact you prior to and following your entry deadline to ask for the amount of performances (not the amount of teams) so that judges can be assigned. You will be notified by the Judging Coordinator on who your judges are and the amount to be paid to each; please give those checks to the Head Judge assigned to your contest.

25 - 45 total performances - **1 panel of judges:**

Head - \$185

Legality - \$185

2 performance judges (\$160@) - \$320

Tab - \$100

TOTAL - \$790

46 - 85 total performances - **2 panels of judges:**

Add for 2 additional performance judges (\$160@) - \$320

Tab increases to \$140

TOTAL - \$1,150

86+ total performance - **3 panels of judges:**

Add for 2 additional performance judges (\$160@) - \$320

Tab increases to \$180

TOTAL - \$1,510

_____ All contests hosts are required to use the IDTA Contest Template when creating the contest schedule. It includes: time doors open, time for Music Check – if you are allowing that, time for the Pre-Contest Meeting and location, Lunch Break, approximate time for Awards. You will also be given direction on whether to use a 4-minute or 8-minute schedule.

_____ **The performance schedule should be emailed to the Judging Coordinator Cyndi Kraemer AND Contest Coordinator Katina Clodfelder before you email out the final schedule.** The lunch break needs to be a minimum of 45 minutes for single-judged contests. If you need help with planning your contest schedule, please contact Katina Clodfelder.

_____ IDTA mandates that your contest cannot be over a maximum of 8 continuous clock hours from the beginning of the first performance until the end of the final performance, not including lunch or the awards. Please do not violate this and make sure you know the maximum number of performances that you can accommodate.

_____ The maximum number of Solo entries at a contest is limited to 15 dance solos and 15 flag solos, so please keep track of that information as you receive entries. In addition, there is a limit of two soloists per team per contest and they must be seniors from IDTA member schools.

PRIOR TO DAY OF CONTEST

_____ Plan for the sale of concessions for breakfast and lunch.

_____ *If you make Welcome and/or Good Luck signs to post around the school, remember that IDTA is a dance **AND** flag organization. Please make sure that any signs made recognize DANCE and FLAG teams.*

_____ Assign each team a classroom.

_____ Make an Entry Packet for each team – include the map of the school, the most up-to-date contest schedule, a lunch menu, any classroom rules, a trash bag, etc.

_____ Obtain workers to work Team Check-In.

_____ Obtain workers to work the Entrance Gate. Make sure you provide your own start-up money for the gate.

_____ Obtain runners to collect score sheets from the judges and take them to the tabulation room.

_____ If you chose to sell IDTA merchandise at your contest, find 3-4 workers to help sell the merchandise. Jay Rock from Casual Tees will contact you with details. You must also provide a visible space to sell the merchandise.

_____ Obtain a music person to run the sound system. The sound system must have a CD player and be able to connect with MP3 players. Must provide adaptors for apple/android products.

_____ Obtain an announcer – the Head Judge will check-in with this person before the Contest starts to review the expectations of announcing for the day. A template with talking points will be provided. Provide this person with other information regarding your facility, lunch, etc. *If there are flag teams at your contest, make sure the announcer recognizes both DANCE and FLAG teams in any statements that are made.*

_____ Obtain a person that knows how to operate and run the scoreboard clock. Some contests have it run from 0 (zero) up and others set it for 4 minutes and it runs down – you might have this person check with the Head Judge on their preference.

_____ Obtain floor sweepers to work throughout the entire contest.

_____ Purchase Trophies (as per IDTA Constitution)

Must use IDTA minimum trophy chart and give team trophies according to the chart. ***Trophies should incorporate a top figure that is appropriate for all teams (dance and flag) and all categories.*** If two teams tie for a placement, they will both be awarded that placement. Any Special Awards must be approved by the Contest Coordinator.

<u># of Teams</u>	<u>Minimum # of Trophies</u>
1-3	1 st
4-5	1 st and 2 nd
6-7	1 st – 3 rd
8-9	1 st – 4 th
10+	1 st – 5 th

_____ Copy all Score Sheets--make sure all copies are run front to back where noted (copies of the score sheets are available in the shared Google Folder)

_____ Execution (front and back)

_____ General Effect (front and back)

_____ Soloist Execution (front and back)

_____ Soloist General Effect (front and back)

_____ Penalty (for team and solo performances)

_____ IHSA score sheets

_____ Label each score sheet. Labels need to include the school, category, division and date. The sheets need to also be organized in order of performance. If you have more than one panel of judges, you need to separate the judging sheets not only in order of performance, but according to the left and right side of the schedule.

_____ Provide Exit packet/envelopes for the IDTA tabulator. Label the front with team and school name and categories entered as well as soloists - only one packet per school.

_____ Please email your teams and let them know about parking, school address, how they can get ahold of you if there are any emergencies, let flag teams know where they can warm up and toss flags and any other additional information you would like teams to know prior to your contest.

DAY OF CONTEST

_____ **WI-FI:** The school Wi-Fi password needs to be available to the judging staff at the beginning of the contest day. A secure Wi-Fi connection that is private is preferable. Wi-fi must be available in the gym and in the judges/tabulation rooms. The judges will send verbal evaluations to coaches via email during the contest day and the tabulator sends the results immediately following the awards ceremony and an "open" network tends to get bogged down by the general public. If Wi-Fi does not work for the judging staff, the contest host will be charged a **\$150** fee.

_____ *Provide adequate practice space and times for flag teams. If the warm-up gym will not accommodate flag teams, an exception will be made for flag teams to warm-up tosses on the gym floor prior to the start of the*

contest, during music check. If there is a lunch break, also allow flag teams to warm-up on the gym floor during that time. This is NOT a time for them to run through their routines.

_____ Provide a room for the IDTA judges AND a separate room for the IDTA tabulator. The tabulator will need tablespace to set up the IDTA laptop and printer.

_____ Provide light breakfast items and lunch for your judges.

_____ Labeled and organized score sheets and penalty sheets need to be in the judges room at the beginning of the day.

_____ Provide a marked off space for the judges in the bleachers – you might have too much space marked off – but it is easier to adjust that to a smaller area rather than try to make it larger later. The judges need to have spectators far enough away so that spectators cannot see scores or hear verbal evaluations.

_____ Provide a chair or area towards the center for the Legality Judge on both sides of the gym.

_____ **PLEASE NOTE:** The judges would like to judge the solo portion of the contest day from the floor level. Please provide at minimum two chairs at floor level for the judges. A small table would also be nice, but not necessary.

_____ If possible, provide small tables in the bleachers for the judges to use. If not, then clipboards must be provided for each judge.

_____ *Provide 2 laptops/devices for the IHSA category officials to use.*

_____ Provide several sharpened pencils for the judges.

_____ Provide the most up-to-date contest schedule to the judges and the coaches.

_____ Plan for the Pre-Contest Meeting – provide a light breakfast including beverages at this meeting. Be ready to provide information on:

Floor boundaries – color of lines

Location and route to practice gym and team entrance to performance gym

Directions for entering and exiting the floor

Location of a trainer or other persons for medical assistance

MUSIC TECHNICIAN

_____ Provide a person to be in charge of your sound system. That person should arrive early if you decide if there is time for MUSIC CHECK. This person should be in charge of that. If you are having MUSIC CHECK – it is a good idea to have that on your performance schedule. Please make sure you have an auxiliary cord for MP3 players.

_____ Music Check should allow a team to listen to about 10 – 15 seconds of each performance's music. Teams are not allowed floor time to practice.

_____ Music played before or after the performances should be family appropriate. IDTA does not approve of inappropriate language in any music. Please follow this guideline throughout the day and be sure your MUSIC person is aware of IDTA's policy.

AWARDS PRESENTATION

A parade of teams is not required prior to awards. All teams will be invited to the floor at the conclusion of the contest and names will be announced at that time.

The Head Judge will present any Rising Star Medal winners and will read the contest awards. Teams that have a qualifying score are recognized, as well as those teams placing to earn a trophy. The IDTA Tabulator will email the contest results to the teams following awards.