

Information for your Parents and Fans

To Our Supporters: We have prepared this Information Sheet so that you can find us at our tournament.

Our team's **Team Challenge** is called: _____

Our **Level** is: _____

Our **Team Challenge Presentation time** is: _____

The **Location** of our Presentation is: _____

Our **Instant Challenge time** is: _____

Please understand that **only our Team Manager(s)** can take us to Instant Challenge. When we are finished at approximately _____, we will meet you at: _____.

PLEASE REMEMBER:

Anyone may help us bring our props into the building and take them to the Prep Area and the Launch Area. Once we are in the Launch Area, only the team can handle the props.

NO ONE MAY HELP US PREPARE FOR OUR PRESENTATION. You may not fix our hair, put on our makeup, repair our props, direct our production or do **anything** that might be considered Interference. We can do it ourselves!!! We really can!!!

After we perform, anyone may help us remove our props from the Presentation Site. We would appreciate your help then.

TEAM MANAGER'S NOTES TO PARENTS and SUPPORTERS:

Tournament Travel Guide Tips from Teams!

Things to Bring to the Tournament

- Emergency Kit: Look at your Challenge solution and add supplies to repair or recreate elements – duct tape, glue gun, paint, markers, rope/string, etc.
- Instant Challenges to use for practice.
- Extra copies of Tournament Data Forms, Expense Reports, Declarations of Independence and any other paperwork.
- Blank Tournament Data Forms in case you need to make changes.
- A checklist the team has created to make sure everything is ready for the Presentation. Include very specific details, such as - the important clue is in Jane's pocket.
- Pack the items that each team member needs for his or her costume in a separate bag. bags Garbage bags work well. Make a list of the items that are included and tape it to the outside of the bag. Don't forget to include your team name and contact information in case the bag is left at the tournament site.
- Clear information to your team families about what they can expect that day, including what you may need help with, where to meet and when.

Tips for Teams at the Tournament

- Practice your Presentation in several different places, if possible. This allows you to get used to various floor surfaces and coming in from different directions. Practice carrying your props and scenery up and down stairs and around corners.
- Stay together as a team as much as possible until your competition is complete. This saves you from the anxiety of searching for someone in a crowded building when it is time to present.
- Do warm-ups while waiting for Instant Challenge.
- Bring funny gifts for each other. Bring joke books to keep your team relaxed and having fun.
- Be sure to see other teams in your Challenge and in other Challenges. Cheer for everyone!
- Be complimentary and supportive of each other. Help each other do your best.

Checklist for the Tournament

Things you need to bring to EVERY TOURNAMENT:

- _____ **Tournament Data Forms:** (5 copies of completed pages 1 and 2, and 1 copy of page 3)
These can be found on the last pages of your Challenge.
- _____ **Declaration of Independence** (2 copies – 1 copy to Team Challenge and 1 copy to Instant Challenge): This can be found in the Rules of the Road.
- _____ **Expense Report:** (1 copy) This can be found in the Rules of the Road. Improvisational Challenge D teams do NOT need to fill out an Expense Report.
- _____ **Team Identification Sign:** Check your Challenge for more information about this sign.

Things you should find out:

You should find out from your Tournament Director if your site has any restrictions that might affect your Presentation. For example, some sites do not allow helium balloons, some sites do not allow lights to be dimmed or turned off, and some sites have a ‘zero tolerance’ ban on all types of weapons, even toy weapons, which you might be using in your Presentation. You should contact your Regional Director or Tournament Director if you have any questions about special rules at your tournament site.

Make a list of things you need for your Presentation:

You might wish to generate a list of things that your team needs to bring to the tournament. Use this table, or create your own.

Item	Who is Responsible?