

NFCFL HOSTING DEADLINES & SPECIFICS

Six Weeks Before Tournament: The following details are due to the First Vice-President **30 days** prior to the tournament date:

- **Wi-Fi:** Please secure an open Wi-Fi for all guests to use in order to access electronic ballots.
- **Lunches:** “regular” and “vegetarian” lunch options must be provided. The host school will find a catering company. Commonly used companies include Firehouse and Jason’s Deli, but you are not limited to these companies.
- **Address** and location of where buses should enter and where cars should park.
- **Cell Number:** Emergency number for “lost schools” to call.

Beginning of Week of Tournament:

- **Lunch Orders**
 - Retrieve lunch orders information from Speechwire.
 - This information will be available upon close of registration.
 - A breakdown of lunch orders will be provided under the meals tab.
 - Do not order meals until First Vice-President has confirmed numbers.
 - These orders are “guaranteed.”
 - Please order 5-10 additional orders just in case we need them on the day of the tournament. You will also be reimbursed for these.
 - Once you have your quote, please send it to the First Vice-President to confirm the price per meal is not too exorbitant.
- **Room Needs**
 - Retrieve number of rooms needed from Speechwire.
 - Create a list of room numbers for each event to use.
 - Rooms used by a single event should be grouped together.
 - Congress rooms need to be large enough to accommodate up to 30 students.
 - The judges’ lounge should be large. We typically use the Media Center. Food and drinks must be allowed.
 - Tabulation should be located as close as possible to the judges’ room, in the judges’ room is even better.
 - The students’ lounge should be very large. Most schools use the cafeteria.
 - Postings should be near the students’ lounge.
 - Should have sufficient wall/window space
 - Must handle traffic flow of several hundred students
 - There should also be a place for awards big enough to hold all judges, coaches and students. Most schools use the auditorium.
 - ***A listing of room numbers must be provided to the First Vice-President no later than 4:00 pm on the Wednesday prior to the tournament.***

Middle of Week of Tournament: Make final preparations for hosting the tournament.

- Contact the First Vice-President regarding any problems.
- Create signs providing directions to students’ lounge and judges’ lounge.
- Secure area near tabulation that will support registration process.

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- Area for ballot check in should also be designated. Most schools use the circulation desk in the Media Center.
- Finalize plans for providing snacks for the judges and tabulation staff.
 - An adult, who is not in the judge pool, should be appointed lead supervisor.
 - Coffee and water are a “must” all day long!
- Confirm that your lunch vendor has the order.
- Lunches must be available for consumption no later than 10:30 am.
- Secure a microphone and podium for the opening and closing assemblies.
- Confirm custodial and security arrangements with your administration.
 - The school needs to be open for the Executive Committee to arrive by 7:45 am.
 - The school should be available until 7:00 pm.
 - You may wish to consider providing walkie-talkies for tournament use.
- Finalize student help during the tournament.
- Duplicate copies of your school’s map. If you are allowed. If not, have students who can give directions throughout the tournament.
 - Make sure that room numbers are clearly visible.
 - Mark major points of interest
 - Cafeteria
 - Auditorium
 - Judges’ Lounge
 - Tab Room
 - Extemp Prep
 - Congress
- Count out lunch tickets for each school based on numbers provided.
 - If students complete this task, double-check his/her work.
 - Place tickets in envelope to be included in the school’s registration packet.