

N*H*Destination*ImagiNation's

* STATE * TOURNAMENT *

* SURVIVAL * GUIDE * 2011 *

"READ IT OR WEEP"



REQUIRED READING FOR TEAM MANAGERS:

- 1] This *NH-DI STATE TOURNAMENT SURVIVAL GUIDE*
- 2] The Destination ImagiNation *TRAVELGUIDE FOR TEAMS*
You'll find a copy in the Important Paper Library at nh-di.org
- 3] ALL CLARIFICATIONS for your Challenge –
Team Support / Clarifications at idodi.org
- 4] Team Managers' TOP TEN CHECKLIST on page 5

I. WHAT YOU NEED TO KNOW . . . ABOUT THE STATE TOURNAMENT -- SATURDAY, APRIL 2

LOCATION: Nashua High School North, 10 Chuck Druding Drive, Nashua, NH 03063

PARKING is plentiful at **Nashua High School North**; however, please park in designated areas only. There may be unloading zones designated for Prop Drop Off only. Bring props in as few vehicles as possible, and ask parents and friends to leave the spaces closest to the building for teams and prop cars.

DO NOT PARK ON THE GRASS! DO NOT PARK ON THE ACCESS ROAD TO THE SCHOOL!
DO NOT PARK IN RESTRICTED AREAS! YOU WILL BE TOWED WITHOUT FURTHER NOTICE!

There is a **\$25 registration fee** for the State Meet – payment must be received by Monday, March 28, 2011. State meet teams must also provide a **TRAINED APPRAISER** and a **TWO-HOUR VOLUNTEER**.

FYI --

- The schedule for two-hour volunteers will be posted at the NH-DI web site shortly before the tournament. Please make sure your two-hour volunteer knows when they should report for work!
- Your team's Appraiser will be contacted by one of our NH-DI Challenge Masters.
- VERY IMPORTANT:** REMIND your team's Appraiser that if their Team Challenge happens to have more than the required number of officials, they **MIGHT** be asked to be an All-Day Volunteer instead. WE still NEED them!

1. TEAM MANAGERS MUST CHECK-IN as soon as you arrive at **Nashua High School North** to receive the team's folder that includes current Meet info. CHANGE FROM PREVIOUS YEARS: Participation Certificates will be available for downloading on the NH-DI site after the tournament.

2. VISIT THE CHECKER TABLE. All Team Managers must bring their team's paperwork for a VERY quick review by our Paperwork Checkers. This review is to identify missing paperwork BEFORE the team goes to the prep area. Forms are NOT checked for accuracy at this time.

3. CHECK-IN FOR 2-HOUR VOLUNTEERS: Please have your volunteer go to the Volunteer/Information Table OR Concession Table to verify the time of their assignment. Volunteer are asked to report for work approximately 10 minutes BEFORE their assigned start time. Remember your 2-hour volunteer is fulfilling your team's MEET RESPONSIBILITY!

4. CHECK YOUR TEAM'S PERFORMANCE TIMES WHEN YOU ARRIVE AT THE TOURNAMENT.

For a variety of reasons, performance times may change. Re-check the day schedule when you check-in.

5. FYI -- ALL EVENTS OF THE DAY will begin on time, if humanly possible.

Teams should report 15-20 minutes prior to their scheduled time for both their Team Challenge and Instant Challenge, EXCEPT for STRUCTURE teams:

- ❖ Teams should present their structures for weigh-in as early as possible and at least 1 hour prior to their performance. The weigh-in room will be open before Opening Ceremonies especially for those teams that are presenting just after Opening Ceremonies. Please check the schedule!
- ❖ Team managers may NOT enter the weigh-in room. Elementary team's Team Manager may hover outside the door. Only two team members will be allowed in the weigh-in room. Structures that do not meet the requirements at weigh-in, and cannot be brought into compliance, can still be tested in the team's performance but will receive a weight held score of zero.

- ❖ After weigh-in, structures should be placed in a team-provided sealable container. The sealed container must be picked up 20 minutes prior to the team's performance time, or as instructed by the weigh-in Appraisers. Structure Teams should bring items necessary for structure repair and alteration.
- ❖ Structure Teams should also bring original manufacturer's container for any Glues they used to build the structure they are presenting.

6. GETTING YOUR TEAMS READY FOR THE OPENING & BANNER PARADE!

❖ About your Banner:

- ☆ Only one banner per school is needed
- ☆ Should identify your school & town
- ☆ Must fit through a standard doorway
- ☆ Can be elaborate or simple
- ☆ Cannot be dragged or cause damage to the gym floor

❖ Banner Parade Procedure

1. LINE UP PROMPTLY in the Small Gym at the time listed on the enclosed schedule.
2. Teams should line-up ALPHABETICALLY BY TOWN/SCHOOL as indicated by the signs posted in the corridors. Team Managers should stay with their teams during the lineup and throughout the parade.
3. Please bring the wall sign with you to the Main Gym and hand it to the official at the door.

❖ Opening Ceremony including the parade lasts 30 to 40 minutes.

Teams performing early may wish to wear their costumes & quietly slip out

II. WHAT YOU NEED TO KNOW . . . ABOUT YOUR TEAM'S PERFORMANCES

1. **THE STATE TOURNAMENT SCHEDULE** will be posted on our website (www.nh-di.org) by the Monday or Tuesday before the State Tournament.

2. **SCHEDULING CHANGES** by request may be made, BUT only for compelling reasons!

Team Manager: please communicate with Craig Richardson by the WEDNESDAY after YOUR Regional Meet. If you have more than one team, please make sure that this information is communicated. Email craig.richardson@nh-di.org

3. **PLEASE LEAVE PROPS, COSTUMES, AND OTHER EQUIPMENT IN VEHICLES** until your team is ready to begin setting up for its performance. This reduces the chance of accidental damage to items left in hallways, and leaves the hallways less congested. Return ALL props to your vehicles after the performance. You might need them again! Congestion could also pose a fire hazard!

FYI --Try to transport props and people in as few vehicles as possible. Parking near entrances is limited.

4. **A FRIENDLY REMINDER TO ALL TEAMS:** Team members are expected to handle their own "challenges" at this and all meets. This includes pinning costumes, combing hair, applying make-up, touching up paint on props, and repairing anything that breaks. Reread the Rules of the Road for specific information about **Interference**. Score deductions will be assessed for Interference violations.

FYI -- Parents and Team Managers MAY assist in carrying props and sets to the Prep Area and away after the end of your team's performance, but no one may enter the performance area until after the Appraisers have finished talking with the team.

5. **DON'T FORGET YOUR REQUIRED FORMS:** 2 copies Declaration of Independence, 1 Expense Report Form*, 5 copies of your Tournament Data Form, 1 NH-DI Team Roster (last page of this packet), any team-specific clarifications from DI, and any other paperwork required by your Challenge. All forms will be given to the Prep Area Appraiser upon arrival at the competition site.

- ❖ Teams must abide by all DI clarifications issued through February 15, 2011.
- ❖ Team Managers should make multiple copies of all forms and keep a spare set in their car!
- ❖ Forms will NOT be returned to teams at the end of the competition. In the event that your team advances to the next level of competition, you will need to have extra copies of your forms.
- ❖ Documentation provided by the team to the Appraisers—photographs, books, etc.—used to authenticate the team's solution may be picked up from the performance room at the same time that the Team Rep and/or Team Manager receive the team's raw scores.

***HINT:** Attach an adding machine tape to the Expense Report Form to verify your total!

6. AT PERFORMANCE TIME:

- ❖ Team Managers may stay with the team in the Prep Area until the Prep Area Appraiser Appraiser asks them to leave.
- ❖ Only team members should answer the Appraiser's questions!
- ❖ Videotaping is restricted to a designated area in each performance room. ONLY family and friends may videotape with prior permission from the team. Flash photography is also allowed by permission of the team.
- ❖ Reserved seats will be provided for Team Managers.



- ❖ At most competition sites, a row of seats MAY be provided for the families/supporters of performing team members. These seats MUST be vacated each time for the next team's families and friends.
- ❖ During a performance, all beepers, watches and cellular phones MUST be turned off.
- ❖ Usually the Challenge Master/Announcer will introduce the team.
- ❖ One or two team members may read their PRESENTATION PREVIEW or the team may ask the Head Appraiser/Announcer read their synopsis.
 - All NH-DI teams (except Improv) are ASKED to prepare a written preview of their presentation for the appraisers using the NH-DI TEAM ROSTER & PREVIEW form.
 - Previews are limited to 50 words.
 - Previews are NOT considered part of the team's Challenge presentation time.
 - Previews will not be scored.

7. DURING PERFORMANCES, NO ONE MAY ENTER OR LEAVE A CHALLENGE SITE to insure optimal performance conditions for all teams. Thank you in advance for your cooperation.

8. TEAM CHALLENGE SCORING PROCEDURE: Approximately 45 -60 minutes or 3--4 presentations after your team's performance, the RAW scores may be ready for pick-up and review from your Challenge Master. Your team's name and number will be posted in the performance area when your score is ready for review. See the *Destination ImagiNation Travelguide for Teams* for the complete procedure.

REMINDER: DO NOT wait until the end of the day to review your raw scores.

9. ANY CONCERNS REGARDING SCORES should be discussed with the Challenge Master.

See *Destination ImagiNation Travelguide for Teams* for a full explanation of this process.

IMPORTANT: Any issues/concerns must be brought to the attention of officials **DURING** the Tournament.

Meet related issues (i.e., scoring, deductions) will **NOT** be considered after the Tournament is over!

III. WHAT YOU NEED TO KNOW . . . ABOUT THE INSTANT CHALLENGE

- 1. ALL TEAM MEMBERS ACCOMPANIED BY ONE TEAM MANAGER** should report to the instant challenge holding room approximately 15-20 minutes prior to their assigned time. No one else is permitted in this area.
- 2. ONE TEAM MANAGER MAY OBSERVE IN THE IC ROOM WITH THE TEAM'S PERMISSION!**
- 3. ONE TEAM MANAGER MAY JOIN THE TEAM IN THE CHILL-OUT ROOM**, but ONLY if they were in the IC Room.
- 4. THE TEAM WILL BE ASKED BEFORE THEY ENTER THE CHALLENGE ROOM**, who will participate in the challenge, but they will NOT be told what type of challenge it is!
- 5. PLEASE KEEP HALLWAYS** in the vicinity of Instant Challenge CLEAR AND QUIET. Have your team wait in the designated area only.
- 6. CAUTION YOUR TEAM NOT TO TALK ABOUT THEIR INSTANT CHALLENGE** at the meet (except in the Chill-Out Room or in private) or share their Instant Challenge with others (friends/family) until the very end of the DI season (late MAY). The same Instant Challenge is used for other teams at many meets, and it is to your team's disadvantage to be overheard. This may result in disqualification.

IMPORTANT: Please advise your team members NEVER to reveal an Instant Challenge in an **EMAIL!**

IV. WHAT YOU NEED TO KNOW . . . ABOUT FINAL SCORES AND BEYOND

1. NH Destination ImagiNation has been invited this year to send the **TOP 2 TEAMS** per level per Challenge to Global Finals in Tennessee. There will be 30 teams representing the state in Knoxville.

FYI – If there is a tie for 1st place – only those two **first** place teams would go to Globals (May 26 - 29).

If there is a tie for 2nd place, the first place team AND the TWO second place teams would advance!

2. FOLLOWING THE CLOSING CEREMONY, scores will be posted in a designated area. Only Team Managers using their passport (from the Check-In Packet) will be granted admission to see the scores. If a team has more than one TM, please take turns reviewing the scores. This is to avoid overcrowding in this area.

HINT: Team Managers should bring pencil/pen if they want to record their team's scores.

3. TEAM MANAGERS OF GLOBAL FINALS-BOUND TEAMS must attend a brief meeting at the conclusion of the Awards Ceremony. They will receive their "official" Global Finals Packet which contains detailed information.

NOTE: DIHQ will not accept FAXED information – all correspondence must be sent by mail!



V. WHAT YOU NEED TO KNOW . . . ABOUT THE REST OF THE MEET !

1. THE NH-DI CAKE WALK has become a very popular and FUN Meet tradition. EACH TEAM IS EXPECTED TO BRING AT LEAST TWO (2) CAKES OR DESSERT-TYPE TREATS. CREATIVE & UNUSUAL cakes are urgently needed! This is a great opportunity for those team parents who would like to help out,” but don’t have much time. These goodies may be homemade or purchased! The teams LOVE this afternoon diversion!

Check the schedule to see when the Cake Walk begins.

- o Please deliver your team’s cakes to the designated area in the morning.
- o Team members and their siblings, Team Managers, parents, and friends may participate in this musical chairs-type game for an entry fee of 25 cents.

2. FOOD CONCESSIONS WILL BE OPEN ALL DAY. A variety of snacks, entrees and beverages are being provided by NH-DI. Please support these concession stands!

3. ONLY FOOD CONCESSIONS WITH PRIOR NH-DI APPROVAL will be allowed to operate at the meets. Please contact us if your school/team is interested in running a food concession.

4. FOOD MAY BE EATEN ONLY IN THE DESIGNATED AREA – the CAFETERIA. DRINKS, TOO!

5. BRING A LAUNDRY BASKET OR TWO. Use these baskets to contain and keep track of your team’s coats, lunches, etc. Also it just reduces the amount of “stuff” around, so the cafeteria can be used for congregating!

6. TEAMS ARE WELCOME TO BRING THEIR OWN LUNCHES, but will need to store their coolers and other belongings when they are not eating. Lunch tables must be kept clear and available to all participants. Please don’t “reserve” a table for the whole day by leaving belongings on it.

7. CLEAN UP IS EVERYONE’S RESPONSIBILITY!! Each group must clean up after itself, not only in the cafeteria, but wherever necessary -- this includes restrooms or other areas used for costume changing. Please be courteous to our host school, and leave all areas clean and picked up when your team has finished with them. Failure to follow through with this most basic courtesy may jeopardize our relationship with the host school and can **DELAY** closing ceremonies.

8. NH-DI CONCESSION ITEMS SUCH AS WILD HATS, STATE T-SHIRTS, SWEATSHIRTS, PINS, AND DI EARRINGS will be available all day at the meet. Items range in price from approximately \$1.00 to \$30.00. Cash, MC, VISA, and school purchase orders are accepted. Thank you for supporting the NH-DI program!

9. TEAM PICTURES will be taken immediately following each team’s Instant Challenge, or whenever your team has free time. A professional photographer will be available to take your team’s picture – just follow the signs to get there! Please distribute the picture flyers in this packet to your team member’s families. Every team will receive 1 (one) FREE picture -- additional copies may be purchased.

10. BRING SOME “THINGS” WITH YOU! It is a good idea to have some team activities planned should the troops become restless. Cards, travel games, puzzles, etc. are much appreciated by weary team members!

11. SPECIAL END OF MEET EVENTS OR ENTERTAINMENT – Final arrangements are still being made, but there should be some FUN scheduled at the conclusion of the day’s performances (and while the final scores are being tabulated). Check your day schedule!

NOTE: Because of the unpredictability inherent in performances, it is impossible for NH-DI to know exactly when the presentations will conclude and special entertainment/activity will begin.

In planning the meet, NH-DI’s priority is the TEAMS and providing adequate time for Appraisers to fully appreciate each team’s solution!

VI. WHAT YOU SHOULD KNOW IF THIS IS YOUR FIRST STATE TOURNAMENT!

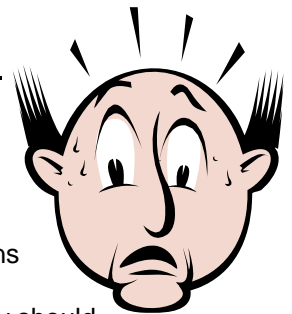
1. BE SURE EVERYTHING GETS TO THE TOURNAMENT! Have the team make a list of everything that is going with them to the meet, and have a designated team member make sure everything gets to their performance site!

2. WHERE DO YOU WANT YOUR TEAM AND WHEN? Set up meeting times and places when you first arrive at the Meet. Let parents know that YOU as Team Manager must make all decisions regarding the team’s free time at the Tournament. Have each team member wear a watch, if possible.

3. PLEASE REMIND THE TEAM that if they are watching a performance and suddenly realize they should be meeting you at that time, that they will have to wait until the performance ends -- no one is allowed in or out during a performance.

4. PRACTICE THE “WHAT IF’S” WITH YOUR TEAM AND LET THEM TALK THROUGH SOLUTIONS:

“What if the scenery falls down?” “What if we don’t have an important prop?” “What if someone forgets his/her lines?” “What if one of our devices or vehicles doesn’t work?” Have the team work out contingency plans for every imaginable disaster!



5. FOSTER GOOD SPORTSMANSHIP AND APPRECIATION OF OTHER TEAMS' EFFORTS:

Team Managers help set the correct tone for this! Every team presenting at our tournament has created something of which each of us can be proud. Please uphold the Spirit and Philosophy of NH-DI by really seeing and praising all the masterpieces which are the results of hard work, imagination, and teamwork. Be kind and supportive of all teams – especially those competing in your Challenge. Good sportsmanship is contagious!

PLEASE BE SUPPORTIVE, AFFIRMING AND CONSIDERATE OF ALL NH-DI STATE TEAMS!

6. DON'T LET THE SUCCESS AND ENJOYMENT OF THE DAY HINGE ON A FEW MINUTES IN THE SPOTLIGHT: The NH-DI State Meet is a true "Celebrations of Creativity." REMEMBER TO HAVE FUN!!! That is, after all, why you and your team have worked so hard to get here!

TEAM MANAGER'S TOP 10 LIST OF "THINGS TO BRING TO THE MEET"



- #10 CAMERA for informal pictures.
- # 9 A LIST OF "WHAT IF'S" to run through with the team!
- # 8 2 (OR MORE) CAKEWALK contributions (IDEA: Have every team member bake a cake!).
- # 7 MONEY for food, the cakewalk, the photographer and other diversions
- # 6 ITEMS/IDEAS FOR IC WARM-UP-- bring practice materials with you to use with your team before their Instant Challenge performance.
- # 5 TOOL KIT/PROP REPAIR KIT: "Anything and Everything" the team might need.
- # 4 STOPWATCH: good for practicing Instant Challenge! Remember that the timekeeper will keep the official time during the team's performance.
- # 3 PROPS, COSTUMES, ETC.: Be sure the team has accounted for every item needed for its solution. Who is responsible for what? And whose car is it in??
- # 2 PAPERWORK: Bring TWO COMPLETE SETS of the following (just in case!):
 - _____ 5 **Tournament Data Forms** for your Challenge {last 2 pages of your Challenge}
 - _____ 2 **Declaration of Independence** Forms {from Rules of the Road}
 - _____ 1 **Expense Report Form** {from Rules of the Road}
 - _____ 1 **NH-DI Team Roster/Preview Form** (in Congrats Packet)
 - _____ Other required forms/information {if specified in your Challenge}

And the # 1 "thing" to "bring" to the Meet

A SENSE OF HUMOR

ALONG WITH TYLENOL, ADVIL, OR OTHER FAVORITE HEADACHE REMEDY.