



Hosting a Spirit Competition

Planning Checklist

- ☐ Secure/hire competition coordinator _____
- ☐ Inspect facility for safety/format compliance
 - ☐ Warm-up area
 - ☐ Performance area
 - ☐ Spectator seating
 - ☐ Participant seating
 - ☐ Trainer's table
 - ☐ Sound system
 - ☐ Mats
- ☐ Choose competition date(s)
- ☐ Request sanctioning from the NMAA
- ☐ Secure judges (contact Vanessa Whitaker) vanessawhitaker6@gmail.com
- ☐ Judges will not be supplied for solos elementary, all stars, non-member schools, unless arrangements are made with the event host. If non-members chose to compete, they must follow all NMAA sanctioned rules. If rules are not followed, they will be disqualified from the event and any future NMAA sanctioned events. It will be up to the host to supply score sheets for solos, elementary and all stars. Extra payments for NMAA sanction judges for non-member schools will be decided between host and judges.
- ☐ Establish competition format
- ☐ Cheer categories are:
 - ☐ Cheer with Music
 - ☐ Game Day (make sure to have situational cues available)
- ☐ Dance categories are:
 - ☐ Military ☐ Pom
 - ☐ Hip Hop
 - ☐ Jazz
- ☐ Schedule
 - ☐ Team check-in time
 - ☐ # of sessions _____
 - ☐ Session starting time(s)
 - ☐ Each team will have _____ min for warm-up
- ☐ Competition flowchart
- ☐ Begin competition registration
 - ☐ Team entry fees \$ _____ per team/participant
- ☐ Event publicity
 - ☐ School website
 - ☐ Flyer/mailling
 - ☐ Other
- ☐ Secure competition staff
 - ☐ School/facility required personnel

- ☐ Ushers
- ☐ Ticket takers
- ☐ Comp door monitor
- ☐ Tech judge assistant
- ☐ Performance judge assistant
- ☐ Scorekeeper
- ☐ Announcer/DJ
- ☐ Trainer

Middle/Junior High (send Vanessa list to determine member/non-member Schools)

- ☐ Cheer with music
- ☐ Game Day (make sure to have situational cues available)

Non-member schools /must follow the NMAA rules and USA Cheer and Dance Safety Rules. **(NO EXCEPTIONS)** anyone not following the rules will be disqualified.

- ☐ If resources allow
 - ☐ Team escorts
 - ☐ Score runner
- ☐ Purchase/obtain competition supplies
 - ☐ Clipboards for judges
 - ☐ Writing utensils for judges/score keeper
 - ☐ Calculators for judges/score keeper
 - ☐ Stopwatch for technical judge assistant
 - ☐ Timing instrument for warm-up area
 - ☐ Judges' sheets and tech sheets. Tech judges are unable to judge elementary or solos.
 - ☐ NFHS rule book /USA Cheer and Dance Safety Rules-Middle/Junior High
 - ☐ General office supply
- ☐ Awards
 - ☐ Choose number of awards
 - ☐ Choose type of award
 - ☐ Purchase awards
- ☐ Coaches' packet
 - ☐ Registration form
 - ☐ Competition guidelines Middle/ Junior High Members/**Non-Members (must follow all rules to compete at NMAA sanction events.**
 - ☐ Judges' sheets -Middle /Junior High-tech sheet. Solos and Elementary schools must have separate score sheets and tech sheets.
 - ☐ Performance area size
 - ☐ Warm-up area size/amenities/time limits
 - ☐ Bus parking
 - ☐ Participant seating
 - ☐ Complimentary admittance policy
 - ☐ Map to venue
 - ☐ Entry fees
 - ☐ Admission fees
 - ☐ Schedule (*Teams are not to be divided into small, medium or large groups*)
The number of cheer team members for sanction events is not restricted to 24.

- ☐ Order of performances (Middle/Junior High member schools first than non-member Schools)
- ☐ Flowchart
- ☐ Competition unique information
- ☐ Facility unique information
- ☐ Other _____

Results, scores, judges' assignment numbers and excel spreadsheets must be emailed to vanessawhitaker6@gmail.com after the competition.

Notes:

Spirit Officials'/Judges' Fee information on the following page.