



# 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 \_\_\_\_\_
- Request sanctioning from the NMAA
- Secure judges (list on NMAA website) \_\_\_\_\_
- Establish competition format
  - Each squad must perform \_\_\_ routine(s)
  - Cheer categories are:
 

	<i>compulsory</i>	<i>required</i>
<input type="checkbox"/> Cheer with music	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cheer w/out music	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____		
  - Dance/Drill categories are:
 

	<i>compulsory</i>	<i>required</i>
<input type="checkbox"/> Military/Drill	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pom	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Prop	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hip Hop	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jazz	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>
- Schedule
  - Team check in time \_\_\_\_\_
  - # of sessions \_\_\_\_\_
  - Session starting time(s) \_\_\_\_\_
  - Each team will have \_\_\_\_\_ min for stretching \_\_\_\_\_ min for warm-up
- Competition flowchart
- Begin competition registration
  - Team entry fees \$ \_\_\_\_\_ per team/participant
  - Roster limitation? \_\_\_\_\_ per team
  - Staff limitation? \_\_\_\_\_ per team
- Event publicity
  - NMAA website
  - School website
  - Flyer/ mailing
  - Other \_\_\_\_\_
- Secure competition staff
  - School/facility required personnel
  - Ushers \_\_\_\_\_
  - Ticket takers \_\_\_\_\_
  - Comp door monitor \_\_\_\_\_

- Tech judge assistant \_\_\_\_\_
- Performance judge assistant \_\_\_\_\_
- Score keeper \_\_\_\_\_
- Announcer/DJ \_\_\_\_\_
- Trainer \_\_\_\_\_

*If resources allow*

- Team escorts \_\_\_\_\_
- Score runner \_\_\_\_\_
- Required element tracker (if applicable) \_\_\_\_\_
- Purchase/obtain competition supplies
  - Clipboards for judges need # \_\_\_\_\_
  - Writing utensils for judges/score keeper need # \_\_\_\_\_
  - Calculators for judges/score keeper need # \_\_\_\_\_
  - Stop watch for technical judge assistant
  - Timing instrument for warm-up area
  - Judges' sheets (duplicate)
  - Spirit rule book
  - General office supply
- Awards
  - Choose number of awards
  - Choose type of award
  - Purchase awards
- Coaches' packet
  - Registration form
  - Competition guidelines
  - Judges' 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
  - Order of performances
  - Flowchart
  - Competition unique information
  - Facility unique information
  - Other \_\_\_\_\_

*Don't forget to use the NMAA as a resource. Feel free to contact Kristin Derr, NMAA Assistant Director, at anytime. Also, many items on the Spirit page of the NMAA website ([www.nmact.org](http://www.nmact.org)) can be used as guidelines.*

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