

TO: Destination Imagination Team Managers and Team Members  
FROM: Robin Dauma, Tournament Director  
Kay Simpson, Regional Director  
DATE: February 20, 2007  
RE: Regional Tournament Plans

Tournament time in North Alabama has finally arrived! The staff of your Regional Tournament is ready to greet and meet you for the March 10, 2006 Tournament. Mrs. Sharon Willis, Principal, and the Staff of Discovery Middle School (DMS) are eager to see all your splendid solutions and they join with me in welcoming you to their school. We invite you to read carefully all information included in this memo so that your Destination into Imagination this year will be a successful trip. Please join us in urging each Creative Thinker to have a great and safe day while always remembering to show consideration and respect for the facilities and campus of DMS. Volunteers will be available all day to guide team members and guests around the campus.

A few notes about additional details before the tournament: Be sure to submit the name of the one Volunteer person (one untrained worker) for your membership, if you have not done so yet. Just send that person's name and email address to Robin Dauma via e-mail [rdauma@madisoncity.k12.al.us](mailto:rdauma@madisoncity.k12.al.us) as these helpers are vital to the success of the entire day. During the week of March 5, Robin will send a list of volunteer assignments, and last-minute volunteers may check in at the Volunteer desk anytime between 7:30 and 8:30 on tournament day to receive their assignment if not received.

#### REGISTRATION (7:30-9:00)

Please begin your tournament day by sending ONE REPRESENTATIVE PER TEAM to the Registration Table located in the central hallway of the Main Building. The registration area easily becomes congested and keeps the team from being registered on time. **PLEASE make arrangements with everyone (ahead of time) attending with your team to join you at another location on campus to gather your team and get the most up-to-date information for your tournament day!**

NOTE: This year we will continue the special paper checking service at registration. One team member may bring all required paperwork to the Checker Table and visit with Gary Brown for a review of the team's paper work. Other team members and helpers should begin the unloading of props and getting oriented while registration is being completed.

At registration, we will collect the Media Release forms (see attachment) from your team (filled out in advance and signed by parents) so that the Media staff of DMS can put together a video slide presentation for the Half-time events and also to allow team photos to be posted on the ACA Website. *This same Media Release Form will be used for Affiliate Tournament as well.*

#### APPRAISERS AND VOLUNTEERS

- Volunteers should check in between 7:30 and 8:30 AM near the Registration area. Any volunteers who were not contacted prior to tournament day should check in at the Registration area to receive their assignment for the day.
- Each team's two Appraisers should arrive on campus NO LATER than 7:30 AM in order to check-in, report to their Challenge site, receive materials and instructions, and be ready to appraise the first team as early as 8:00 AM!!**
- Challenge Masters will confirm exact report time with each Appraisal Team if earlier than 7:30!!**

#### UNLOADING/LOADING PROPS (7:00-2:00)

There are loading areas near each Challenge venue! Please move vehicles to the parking area near the football field (*north of the building*) after all props are unloaded. Because props will be stored in hallways and would require that someone be with them in order to ensure that they were not inadvertently damaged, please do not unload props more than 2 hours ahead of your team's scheduled Performance Time.

#### GENERAL COMPETITION SCHEDULE

*(detailed competition schedule will be posted on the ACA web site NO LATER than Feb. 23, 2007)*

7:30-9:00	Team Registration
8:00-1:30	Team Challenge and Instant Challenge competition
1:45-2:45	Half-time Entertainment in the Gym
	Tournament Slide Show and Video in the Gym
2:45-3:30	AWARDS CEREMONY in the Gym

