



TO: DDCA Event Directors
FROM: Shammra Smith, JA Scheduling

SUBJECT: Request for Final Competition Information

The following competition information must be EMAILED to jascheduling@comcast.net NO LATER THAN 2 weeks prior to your event.

- ❑ Final Competition Round Times
- ❑ Event Emergency Contact Number
- ❑ Judges' Meeting Room Location
- ❑ List of Teams attending
- ❑ Order of Performances by Category or Division
- ❑ Directions to the Competition Site
- ❑ Judges' Parking Information
- ❑ Type of Meal provided for the Judges and Interns

REMINDERS

- ❑ Send a competition packet to your Judges Director and Technical Judges (the same packet that goes out to the attending teams.) Provide Judges Director with any last minute team cancellations/additions.
- ❑ Provide Security Personnel to help keep the Performance Judges and Technical Judges seating in the stands free from Spectators. Must block off section for judges that will hold up for day.
- ❑ Please provide mature, responsible, dependable 18 year old Clerks not directly associated with the hosting team.
- ❑ A 'back-up' computer with Microsoft Excel, 10 Key, a mouse, and printer, needs to be available to the Judges Director for tabulation. A ready to go copier **MUST** be available all day.

If you have any questions please call or email.

Thanks!

Shammra Smith – JA Scheduling
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