

CHECKLIST FOR THE DIRECTOR (Just an Idea!)

- ❑ Computer
 - ❑ Ink Cartridges
 - ❑ Printer
- ❑ Copier – to print out all the results
 - ❑ Toner cartridge(s)
- ❑ Copy Paper
- ❑ Score-sheets for each entry – attach labels or pre-print.
- ❑ Scratch Paper
- ❑ Original registrations submitted by each team
- ❑ AAU Baton Twirling Handbook (Rulebook) available online
- ❑ Coaches' Packets including: Schedule, Judging Assignments, T-Shirts, other event specific information
- ❑ Make sure all judge's have the current rulebook and are up-to-date on the rules.
- ❑ Judging Assignment sheets
- ❑ Central Sound System with CD and Cassette capability
- ❑ Microphone
- ❑ Floor tape to mark competition area
- ❑ Clipboards
- ❑ Pencils and Sharpeners
- ❑ Pens, Markers and Highlighters
- ❑ Paper Clips
- ❑ Staplers and Staples
- ❑ Calculators
- ❑ Extension Cords and Power Strips
- ❑ Awards
- ❑ Banners (you can order from AAU website)
- ❑ Event Specific Items
- ❑ Concessions