

**Arkansas State Communication Association
Entry and Travel Check Sheet**

- _____ 1. Make sure that you fill the entry form out neatly and it is in readable form. If you want to type up the entry on a computer and send it in, that is perfectly all right.
- _____ 2. Check the deadline for the entry. This needs to be followed. The school hosting must have your entry to organize the competition. Schools need at least a week to do this properly. Entries can be mailed so they arrive by the deadline, or they can be faxed. Most schools will include a fax number for you.
- _____ 3. Make sure that you keep a copy of the entry for your records.
- _____ 4. If you know you want to enter a student in an event, but you do not know which student, you can write Entry A in lieu of the name. When you arrive at the tournament, provide the host school with a complete entry that includes all students' names. If you make name changes that should also be noted.
- _____ 5. Additions and deletions can be a nightmare for the host school. Fill out your entry with much thought and work diligently to have a person in every slot you have placed a name or an entry.
- _____ 6. Make sure that your name is on the entry form and a number where you can be reached if the host school has any questions.
- _____ 7. It is your responsibility to inform your students of host school rules and regulations as well as rules for competition. Spend the time prior to the tournament going over these with your students.
- _____ 8. Look at the requirements for judging. If you need to bring a lay judge with you, provide the host school with strengths of that judge. It will also be your responsibility to go over judging procedures with this lay judge prior to your arrival at the tournament site. (A lay judge is someone other than the coach who has experience in one or all of the judging areas, i.e. interpretation, acting, speaking, debate.)
- _____ 9. You will need to determine how your students will be transported. This will be determined by your school administration. In most schools bus transportation arrangements are the responsibility of the sponsoring teacher. Check with your school to find out what is appropriate.
- _____ 10. If your school allows for student driven cars, you should provide each driver with specific instructions to the destination. A call to the host school can help you. Make sure you have adequate travel time to allow for registration and student instruction before the first round begins.
- _____ 11. Make plans to arrive at the tournament site at the beginning of the registration time. This will allow you time to register and have time to check the program to make sure that all your students have been included. If one has been omitted, contact the registration person immediately to have the name added. It will also give you time to answer questions from your students and help them find rooms for the first round.
- _____ 12. If it is an overnight trip, it will be your responsibility to make room reservations at a motel. These reservations should be made under the school name. You will need to provide a rooming list to the hotel. It is also appropriate to ask that all of your rooms be blocked together so you can provide better supervision of your students.
- _____ 13. Permission slips are your responsibility. Make sure you have them returned and signed before the departing date.
- _____ 14. Participation in speech tournaments is an extension of the classroom. It is an educational opportunity. You will be most successful if your students have been taught proper behavior when competing and appropriate behavior while staying at a motel. Samples and recommendations for proper behavior have been included in this packet of information.