

# GYMNAST UNITED INC.

## MEET DIRECTOR CHECKLIST

### HELPFUL CHECKLIST TO HELP WITH ORGANIZATION OF COMPETITION

1. DATE OF COMPETITION
2. LOCATION AND VENUE OF THE COMPETITION
3. GYM EQUIPMENT RENTAL (**ROSS ATHLETIC GYM SUPPLY IS PROHIBITED AT ANY GYMNASTS UNITED INC. COMPETITIONS**)
4. SCORE KEEPING RENTAL FOR COMPETITION
5. BLEACHER OR CHAIR RENTAL IF NEEDED FOR VENUE
6. HOTEL ACCOMODATIONS (FOR JUDGES AND SPECTATORS)
7. SANCTIONED MEET FEE OF \$150.00. PAYMENT MUST BE RECEIVED 60 DAYS BEFORE COMPETITION DATE
8. PAID ASSIGNING JUDGE FEE (\$3)
9. COMPETITION FLYER – EMAIL OUT TO GYM CLUBS
10. DESIGN MEET PROGRAM BOOKLET FOR SPECTATORS
11. CONTACT GYMS FOR SPONSORING ADS WITHIN THE MEET PROGRAM
12. MEET REGISTRATION
13. ORDER AWARDS
14. ORDER GIFTS – TO ATHLETES, COACHES, AND/OR JUDGES
15. MEET COMPETITION SCHEDULE – GET THIS OUT AS SOON AS POSSIBLE TO GYM CLUBS
16. VOLUTEERS NEEDED:
  - a. HELP WITH EQUIPMENT SET-UP AND TEAR DOWN
  - b. MEET ENTRY
  - c. CHECK-IN TABLE FOR GYMNASTS (YOUR REGISTRATION LIST), COACHES (Get forms on our website)
  - d. ANNOUNCER FOR MEET AND AWARDS
  - e. TIMERS FOR EACH EVENT DURING WARM-UPS AND COMPETITION
  - f. COACHES HOSPITALITY ROOM
  - g. JUDGES HOSPITALITY ROOM
  - h. AWARDS
  - i. CONCESSIONS
  - j. CLEAN UP
17. ATHLETIC TRAINER FOR COMPETITION – CONTACT GYMNASTS UNITED INC.
18. VENDORS – (LEOTARDS, TSHIRT, RETAIL, ETC.)
19. FIXTURE RENTAL FOR VENDORS IF NEEDED
20. UNITED STATES FLAG FOR THE NATIONAL ANTHEM

21. TABLES & TABLECLOTHS – FOR EACH EVENT FOR JUDGES
22. HAVE TAPE, BAND-AIDS, FIRST AID ITEMS AVAILABLE (ATHLETIC TRAINER WILL HAVE)
23. ORDER CHALK FOR BARS (EQUIPMENT RENTAL MAY SUPPLY)
24. WATER BOTTLE FOR BARS (EQUIPMENT RENTAL MAY SUPPLY)
25. HAVE CHALK AVAILABLE AT VAULT AND BEAM FOR GYMNASTS
26. STOPWATCHES FOR TIMING WARMUPS AND COMPETITION
27. SOUND SYSTEM FOR MUSIC AND ANNOUNCING FOR VENUE AND AWARDS
28. CONTACT JUDGING DIRECTOR
29. DECORATIONS FOR THE COMPETITION (BANNERS, BALLOONS, ETC.)
30. GET AN AWARD STAND FOR AWARDS
31. PROGRAM FOR SPECTATORS
32. SANCTION MEET REPORTS (Get form on our website)
33. SCORE INQUIRY FORM (Get form on our website)
34. INJURY REPORT FORM (Get form on our website)
35. JUDGE PAYMENT FORM (Get on our website)
36. ORDER FOOD FOR COACHES AND JUDGES HOSPITALITY ROOMS