**State Tournament Materials Coordinator**

Description: Oversee supplies for the tournament and coordinate with various volunteers to ensure that they bring any necessary inventory they currently have in storage. In charge of posters, signage, and any non-scoring/non-schedule printing.

To-Do List:

* Procure tournament supplies (coordinate with AD and RTDs to ensure that various inventory makes it from different regions to the State Tournament)
* Help coordinate printing of score sheets, Tournament signage, and programs (AD can help and may possibly handle this task, and Registrar can assist when needed) – help pass out boxes to ACMs with their supplies (and check that they have everything they need)
* Brainstorm helpful posters and direction printing needs (e.g. Signs telling teams where to start lining up for the Awards Ceremony, signs for all the Challenge sites)
* Communicate with ACMs about their tournament needs
* Check with AD that Awards, medals and Award pins for Ceremony have been obtained
* Communicate with Sales Manager as needed

Evening before:

* Help set up various rooms – challenge sites, sales table, food room, prep area, etc.
* *Oversee the teams who are staying later to work on preparing their props (we will have one room dedicated to this at this year’s Tournament site, after receiving lots of feedback last year. Whoever oversees this room will be gone for much of the volunteer meeting, so you can coordinate with the rest of the committee to find someone, or ask a Team Manager to keep an eye on things, and check in occasionally)*

Day of:

* If not appraising, work with the MC to help set up the gym for the Awards Ceremony
* Check in with ACMs to ensure they have everything they need