



Destination Imagination Region 16 Coordinator checklist:

Task	Date due:	Completed:
August Planning meeting	August 11	
Recruit DI teams		
Go online to pay for copyrighted materials		
Have team managers attend training	October 22	
Fill out regional registration forms		
Begin recruiting appraisers and volunteers		
Send in registration forms for regional tournament	December 3, 2016	
Register teams online	December 16, 2016	
Put appraiser information online	Before Winter Break	
January meeting: bring appraiser/volunteer forms	January 5	
Send tournament fee to Jeff Steele	February 1	
Order pins and medals (if you want to)	February 14	
Email raffle basket description ot Marjorie Gessner (mgessner@gesu.com)	February 14	
Help Each Other out day	March 4	
Arrange a dress rehearsal for teams at your school	A few weeks before the tournament	
Tournament Eve preparations (Beachwood high school)	March 10	
Tournament: Beachwood High School	March 11	
First place teams must register for state on time	By March 18	
Post-tournament celebration at your school (if you want)		
Coordinator debriefing meeting	April 6	
State tournament	April 8	