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Global Finals Guide
for
Team Managers

Destination ImagiNation, Inc.

Global Finals Guide for Team Managers

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Global Finals Guide for Team Managers

Introduction

Congratulations!!

Your team is among the teams that have won the right to compete at Global Finals.

What Do You Do First???

- ★ Celebrate with your team!!
- ★ Get some sleep.
- ★ Use the resources listed below to make Global Finals a wonderful experience.

You and your team SHOULD BE ecstatic! You are going to participate in one of the most memorable weeks of your lives. In the midst of all the preparations, fund raising, traveling, the logistics of the week at Global Finals, the significance of Global Finals can get lost. Savor as many moments as you can. In the months and years to come, you will repeatedly remember the thrill of Global Finals as one of the highlights of your life!

Going to Global Finals is a lot of work, but it does have incredible rewards. Think of it as a Destination ImagiNation® *Team Challenge* that YOU get to solve, and help from parents isn't counted as Interference! Tackle the preparations with an optimistic, open mind and you will have a very rewarding experience.

Use this Guide and the additional resources listed in the next section. The information will answer a lot of your questions and make the process a lot easier and even enjoyable.

Resources

TravelGuide for Teams

This Guide is available on the DI website and covers subjects involving Tournament activities such as:

- ★ Who's Who at the Performance Site (all about the Appraising Teams)
- ★ Site Procedures for each *Team Challenge* and Instant Challenge.
- ★ How Many Points Will Appraisers Give Us?
- ★ Improv Elements
- ★ Scoring: About Your Team Challenge Raw Scores
- ★ Our Calendar: What still needs to be Done?
- ★ Information for Your Parents and Fans
- ★ Tournament Tips for Teams!
- ★ Checklist for the Tournament
- ★ After the Tournament: Looking Back and Looking Ahead
- ★ Website <http://destinationimagination.org>

Experienced People:

Create a list of Resource people who can help you with questions you may have. This includes Team Managers who have been to Global Finals in the past.

Experienced Global Finals Team Managers

Name _____ Phone No. _____

Name _____ Phone No. _____

Name _____ Phone No. _____

Your Affiliate Director

Name _____ Phone No. _____

Your Regional Director

Name _____ Phone No. _____

These people can talk to you about what hasn't worked as well as the many things that have worked. They can save you a lot of trial and error and time. They are usually MORE THAN GLAD TO HELP!

✍ **NOTE:** Do not wait to accumulate a list of questions. Feel free to pose questions to your Affiliate Director and/or ASKDI@DestinationImagination.org.

Before Global Finals: Take Care of the Paperwork!!!!!!

After your Affiliate Finals Awards Ceremony, you either received a thick envelope from your Affiliate Director., or you have received a packet of information in the mail from DI, Inc. Although it may look a bit overwhelming, it is important that you review it carefully. Remember, we are always here to help you!!!! The packet contains:

- ★ Letters of congratulations
- ★ **Registration Forms (IMPORTANT PAPERS)**
- ★ **Global Finals Team Registration Form**
- ★ **Room and Board Registration Forms**
- ★ Transportation Information
- ★ General Maps
- ★ Touring Information
- ★ Global Finals Events Information
- ★ Medical Release Forms
- ★ Lots of General Information
- ★ Your own Affiliate's Paperwork regarding your Affiliate's T-Shirts, Pins, etc.
- ★ Media Release Form

In this section of the Guide, we will tell you about some of the forms.

Team Registration Form

This form formally registers your team for Global Finals. Fill it out completely and mail or FAX it to Destination ImagiNation, Inc. within one week after your Affiliate Finals. **PLEASE NOTE THE DEADLINE ON THE FORM.**

✍ **NOTE:** If your team has more than one Team Manager, include all the names in the Team Manager information section.

✍ **NOTE:** If your team elects to stay off campus, you **MUST** pay a \$2,800 Registration Fee. The Registration Fee is to defray a team's portion of the facility rental, and transportation costs.

✍ **NOTE:** If you or anyone on your team has ANY type of special need, **YOU ABSOLUTELY** need to let the Destination Imagination, Inc. Global Finals personnel know by listing it on the form. That includes any physical or dietary needs as well as whether a team member is on more than one team. If there are no special needs, mark the space with "None."

Room and Board Reservation Form

This form **MUST** be filled out as soon as possible.

Fill out the Room and Board Reservations Form and send it to Destination ImagiNation, Inc. either via mail or FAX. **PLEASE NOTE THE DEADLINE ON THE FORM.** Receipt of this form will reserve rooms in the dorm for the team, plus the Team Managers and/or any supporters/siblings that wish to stay with the team. **PAYMENT AND/OR PURCHASE ORDERS CAN FOLLOW.** However, **PLEASE NOTE THE DEADLINE ON THE FORM.**

✍ **NOTE:** Yes - Parents and siblings, and all supporters can stay in the dorm with the team. Yes - They may arrive on different days than the team.

Destination ImagiNation, Inc. allocates space in the dorms based upon how many people (team members, Team Managers, coordinators, parents, siblings, and supporters) are coming in total from each state and wish to be housed in the dorm. Usually, an entire state is housed together first. Then, based on the number of rooms in each building, it is then determined how many states can be accommodated in each building.

What does “**Staying in the Dorm**” mean to you, the team, parents, and siblings? Here is an example of a common team experience: A first-year, Midwestern fifth-grade team was housed in the same dorm with the teams from its Affiliate PLUS teams from Georgia, Maine, Minnesota, and Arizona. What an experience for the kids (and the adults too)! Those fifth-graders were absolutely amazed that all those kids came from the same United States. Staying in the dorm means:

- ★ Two to four people to a typical dorm room or suite (provided with basic linens, blankets, and towels).
- ★ Bathrooms that are conveniently located in the room or just down the hall.
- ★ Freshly prepared food – lots of it (No need to continually find restaurants).
- ★ An opportunity for your team to experience dorm life, although some teams may be housed in local hotels.
- ★ An opportunity for your team to be with hundreds of other Destination ImagiNation® kids in the cafeteria, etc., trading pins and getting to know each other).
- ★ An opportunity to meet and talk with people from across the U.S. and the World!
- ★ An opportunity to fully participate in the atmosphere of Global Finals.

This is a VERY important point! There is an aura about the campus all week that will give you goose bumps. All over campus will be groups of teams, Team Managers, supporters in colorful Global Finals shirts, going here and there, trading pins, saying “Hi,” and feeling a part of the whole. Staying in the dorm with the other teams puts you in the center of it all. It is definitely worth it!!!

Travel Request Form

If you plan to fly and you want Passageways (Destination ImagiNation Inc.’s travel agency) to help you with your arrangements, you need to fill out this form. Tell Passageways your preferences in travel arrangements and they will try their VERY best to accommodate.

TIP: Fax this form to Passageways instead of mailing it. If paying by check, Priority Mail or Air Express payment to Passageways. You want your travel arrangements made as soon as possible as there will be 10,000 people headed to the same airport within a two-day period. The remainder will be coming by bus, car, etc.

✍ **NOTE:** If you know of an airline from your home airport running a special fare, tell Passageways and they will try to match the special fare for you.

✍ **NOTE:** Read the Travel Information sheet in the packet. It will answer a lot of your questions regarding Passageways. They have been the travel agency for Global Finals for many, many years and they know how to do it.

✍ **NOTE:** If you want “ground transportation” from the airport to Global Finals, you need to let them know on the form. OR if you want to rent a van(s) and/or car(s) from Passageways, you need to let them know on the form.

Media Release Form

This form **MUST** be filled out by each team member’s parent/guardian. It **MUST** be handed in at Registration or your team cannot be filmed by the Destination ImagiNation, Inc. Filming Crews. It would be wise to make an extra copy of each form to carry in your “Team Manager’s Notebook” (See Survival Tips for Team Managers).

Medical Release Form

In your Global Finals Packet is a blank Medical Release Form. You should photocopy the Form and have one available for EVERY person going to Global Finals with you. Have the parents fill them out and give you back THREE COPIES of each person's Medical Release Form. Distribute them accordingly:

- ★ One copy to the Destination ImagiNation, Inc. Registration Desk the day you arrive.
- ★ One copy for yourself.
- ★ One copy for another responsible adult who will be traveling with the team. A team frequently wants to do more than one activity in the same time period and the group becomes split on a temporary basis.

✍ **NOTE:** The medical facilities at the University of Tennessee are excellent.

TIP: It is also a wise idea (if a family has a non-routine medical insurance company) to ask the parents to have a signed medical insurance form attached to the Medical Release Form.

Team Manager and Official's Competition Registration Form

If you, the Team Manager(s) would like to compete in the Team Managers' and Officials' Competition, you should fill out this form. This is a hilarious event where Team Managers and Officials FINALLY get to solve a Challenge and "show it off" at their own competition. Many times, various Team Managers from the same Affiliate "team up" together and build something to solve the Challenge. It is a great way to get to know your "fellow" Team Managers within your Affiliate.

High School Graduation and EleMiDI Graduation Registration Forms

If you have any graduating High School Seniors on your team who will be missing their Graduation, they may participate in the Destination ImagiNation® Graduation Ceremony by filling out this form. Most Seniors bring their 'real' caps and gowns, but this is optional. This is a very moving Graduation Ceremony with appropriate pomp and circumstance, DI-Style!

If you have younger students on your team who are missing their transitional graduation from elementary to middle school, or from middle school to high school, they, too, may attend an EleMiDI graduation ceremony appropriate for this age group. Make sure to fill out the form.

Your Affiliate T-Shirt and Pin Information Forms

Each Affiliate has its own official Global Finals T-Shirt and its own official Global Finals Pins for trading. These forms are usually handed out separately by your Affiliate Director. If you do not receive any information on your Affiliate's T-Shirts and Trading Pins, please call either your Regional and/or Affiliate Director for information ASAP as they usually have very tight deadlines for ordering from their suppliers.

Team Registration Confirmation

When Destination ImagiNation, Inc. receives your official Team Registration Form, you will shortly receive confirmations from the DI Inc. office. The first mailing will include your official notification of registration. It will have your Passport Membership Name and Number on it.

Fundraising

There are many places and many ways to obtain funding for the trip to Global Finals. Here are a few suggestions:

School-related sources

Board of Education and/or Principal's Funds

Some schools and/or school districts have Discretionary Funds to pay for the cost of an athletic team, the band, etc. going on to the next level of competition. If you approach your School Board (sometimes directly and sometimes through your Principal, depending on your school district), you could potentially receive a donation and/or even full financial support. School systems are usually VERY PROUD of academic teams going on to a "Global Finals."

PTA Groups, Service Organizations, Local Businesses

There are other community groups and organizations that may be willing to help you and your team. PTA's (Parent-Teacher Associations) and PTO's (Parent-Teacher Organizations) often donate funds to groups of students who have earned the right to attend higher-level competitions or conferences. In addition, service organizations, such as the Rotary Club, Kiwanis Club, and Chamber of Commerce also have been known to sponsor and/or donate funds to teams attending Global Finals. The important thing is that you approach them with a full presentation of your needs. Explain to them what Destination Imagination® is about and how and why it is valuable to you and your teams.

Local Businesses

Another potential source of funds would include local businesses where the parents, grandparents, friends of family, etc. work. Most often businesses have community funds to which the employee can apply for just such a purpose. However, in order to receive the funds, the employee must ask. Have them explain to their company the importance and value of the program. Tell them you will make them an honorary member of the team and bring them back pictures and Global Finals pins.

Other Fundraising Options

Sell candy bars	Garage Sale	Bike-A-Thon
Car Wash	Swim-A-Thon	Run-A-Thon
Concession Stand at an event	Fish Fry	Pancake Breakfast or Spaghetti Dinner

IMPORTANT – IMPORTANT – IMPORTANT

Make sure to thank every donor with a Thank You Letter and then thank them publicly as much as possible (via newsprint, sign in a public place, etc.) THANK YOU'S ARE IMPORTANT!!!

Publicity

Getting PUBLICITY for your team is a great way to obtain funds. Without publicity, the community will not know of the team's win and, therefore, will not know that there is a financial need. Let them know about your Team (promptly). Let the Community develop a sense of pride in "hometown kids made good." If the general community knows about the team, they will be more willing to contribute.

CONTACT THE PUBLICITY PERSON FROM YOUR SCHOOL DISTRICT, OR ONE OF YOUR PUBLICITY-MINDED PARENTS AND ASK THEM IF THEY WOULD NOT MIND CONTACTING YOUR NEWSPAPERS/TV STATIONS RIGHT AWAY!!

- ★ Get publicity out ASAP. Newspapers and TV Stations DO NOT like to report on week-old news! If it is more than one to two days old, they are reluctant to report it.

- ★ Write the article for them or use the Media Information Letter attached to this guide. Newspaper reporters and TV news people are very busy people. They will tend to use (sometimes edit) pre-written material. They will tend to not do an article or read an announcement on the news if they have to write it themselves. If you have a hard time explaining Destination ImagiNation® in 25 words or less, just think what it is like for them.
- ★ Point out in your news release that the team needs contributions and let them know to whom and where they can send donations. Let them know who the check should be payable to. If your team is going to have a garage sale, car wash or sell their time to raise monies, say so in the article (with a person and a phone number to call).

✂ **NOTE:** Newspapers and TV Stations WILL NOT release news without it both looking like a proper News Release and having a Contact Person listed at the bottom.

Formal Pictures

- ★ Take pictures of your team (including Team Managers) immediately after winning the Affiliate Finals for fund raising and publicity purposes. Newspapers and TV Stations like pictures.
- ★ Have a photography-interested person take the pictures if a newspaper cannot send a photographer.
- ★ Have the pictures taken with the team in their Affiliate Finals T-shirts, if possible. If possible, have them all wear the same color of pants/shorts. It is important that they look like “a team.” People like to contribute to “success stories.”
- ★ Have sufficient copies made of the picture so that your publicity person “back home” (while you are at Global Finals) will have pictures for the Media. If you have been talking to the Press, send them a copy of the team’s formal picture BEFORE you leave. Get a phone number you (or your “at home” publicity person) can call Saturday night of Global Finals or Sunday morning so the Press will be able to use the picture for its upcoming edition.

Demonstrations for the Public

Team Demonstrations are one of the BEST ways to get exposure for fund raising. It is also one of the best ways for a team to obtain presentation skills and polish.

An Effective 30-40 Minute Presentation Format:

- ★ Pass out flyers to the audience. Flyers should contain a brief Synopsis of the Challenge, team members and Team Manager(s) name(s), Scoring Criteria, and to whom and where to send donations
- ★ Team Manager should give a BRIEF overview of what Destination ImagiNation® is about.
- ★ Team Manager should give a BRIEF overview of the Team’s specific *Team Challenge*.
- ★ Let the team talk a little about how they came up with their solution.
- ★ Have the team perform.
- ★ Let the audience ask the team questions.
- ★ Thank the audience and let them know how valuable the program has been for you and your team.

An Effective 20-25 Minute Presentation Format:

- ★ Pass out flyers to the audience. Flyers should contain brief a Synopsis of the Challenge, team members and Team Manager(s) name(s), Scoring Criteria, and to whom and where to send donations.
- ★ Team Manager should give a BRIEF overview of what Destination ImagiNation® is about.
- ★ Team Manager should give a BRIEF overview of the Team’s specific *Team Challenge*.
- ★ Have the Team perform.
- ★ Thank the audience and let them know how valuable the program has been for you and your team.

Global Finals Cost Sample Worksheet

Total Cost

Transportation (Options):

Air Fare \$ _____ (per person) x _____ (# of people) = \$ _____
 Charter Bus \$ _____ (amount/bus x _____ (# of busses) = \$ _____
 Tip for Bus Driver = \$ _____
 Van/Car \$ _____ (cost per vehicle) x _____ (# of vehicles) = \$ _____

If driving:

Motel Costs enroute \$ _____ (cost per room) x _____ (# of rooms) = \$ _____
 Food Costs enroute \$ _____ (avg cost per day) x _____ (# of people) x _____ (# of days) = \$ _____
 Gasoline Costs \$ _____ (est. cost of gas/day) x _____ (# of days) = \$ _____

Room & Board (at Global Finals)

On Campus – Tues/Sun \$ _____ (Room & Board pkg) x _____ (# of people) = \$ _____
 On Campus – Wed/Sun \$ _____ (Room & Board pkg) x _____ (# of people) = \$ _____

Transportation (at Global Finals)

Van/Car Rental \$ _____ (cost per vehicle) x _____ (# of vehicles) = \$ _____
IF YOU ARE GOING TO RENT A VAN(S) THERE – DO IT NOW!!

Costs from Affiliate

Global Finals T-Shirts \$ _____ (cost per shirt) x _____ (# of people) = \$ _____
 Trading Pins \$ _____ (# pins/team member) x _____ (# on team) = \$ _____
 Trading Pins \$ _____ (# pins/other people) x (# of people) = \$ _____
 Team Managers/Siblings/Parents/Supporters

Prop Shipment

Large Bicycle Boxes \$ _____ (cost/box) x _____ (# of boxes) = \$ _____
 (for taking the props on the plane)
 Federal Express/etc. \$ _____ (cost/box) x _____ (# of boxes) = \$ _____
 Prop Van \$ _____ (costs/day) x _____ (# of days) = \$ _____

Other Potential Team Expenses

Donation request letters and postage \$ _____
 Thank you letters and postage \$ _____
 Pictures (taken right after Affiliate Finals & just before Global Finals) \$ _____
 (See Formal Pictures Section under Fundraising)
 Transportation/Room & Board expenses of a Prop Van Driver \$ _____

☛ **NOTE:** Allow for travel delays due to weather!

Total Estimated Costs - - - - \$ _____

General Information About Global Finals

Appropriate Team Spirit

- ★ It is VERY IMPORTANT to recognize that it is a privilege and honor to be one of the teams advancing to Global Finals. With the many teams competing, it could just as easily have been another team. There are many other teams out there that would have loved to be in your place. Good sportsmanship is the mark of a quality team!
- ★ If your team is from a strong Region and/or Affiliate, you have probably left behind some good teams from other schools or even from your own school back at the Regional level. It is equally important to exercise good sportsmanship around them if the opportunity presents itself.
- ★ Remind your team members and their parents that in most Affiliates it is VERY DIFFICULT to win the right to attend Global Finals. It is even harder to win that right a second time. Going to Global Finals is an honor and a privilege. Please remember that you are in a sense representing all of the other teams from your Affiliate. Be proud not only for your team, but those teams from your Affiliate who did not make it to Global Finals.

Rooming Assignments for Team Members

Team Members' Rooming Assignments should be the Team Manager's Responsibility

Confer with the team members and their parent(s) if you wish, but YOU, as Team Manager, should have the final say about who rooms with whom. Remind the team that they are at Global Finals at great expense and sacrifice. Remind them that they are there representing their school, their Region, and their Affiliate. There is plenty of time for fun. They will usually only be in their rooms to sleep and change clothes; the rest of the time they are usually out someplace enjoying the campus and other teams' performances. You and the parents are better judges of who should room with whom. Exercise that right!

Tip: Stay Flexible!! Please be prepared to adjust your room assignments once you receive your on-site accommodations. No matter how well you plan room assignments, it may need to be instantly changed as the room configurations your team is given might not fit your plans. Please be prepared to be flexible, and keep in mind that 8-10,000 other people are also being housed!

✍ **NOTE: YOU WILL BE ABLE TO FIND OUT YOUR ON-SITE ACCOMMODATIONS** approximately two weeks before Global Finals simply by going up on the DI website and checking under the Global Finals page. You will also be able to see in advance the various sites that will be used for housing and the room configurations.

✍ **NOTE** – If you are staying with the team, most adults view this as an adventure and “join the party” so to speak. However, there is an occasional concerned adult who has a concern about privacy. If so, please assure them that – if they get up just a little earlier than the rest of the people, there will probably not be anyone in the bathroom/showers at that time.. It has been found that once a concerned adult actually gets into the situation of living in a dorm, his/her concerns usually are favorably resolved in some fashion.

Finally, please know that some parents of team members have adequate funds for their family to accompany the team to Global Finals, and some do not. Give them time or at least as much time as you can, within the registration time constraints. Each family will come to its own decision. After a family has made its decision and has given you a check to cover its housing, or has decided not to go, things get much better. Be patient with them.

Prop Shipment Options

Airline Bicycle Boxes

If you are flying, one way to get your props to Global Finals is to fly them with you as baggage. This can be done with airline regulation bicycle boxes. You can buy them or perhaps ask the airline to donate them. These boxes fly WITH YOU in baggage.

One way to get large backdrops into airline bicycle boxes is to do the following:

- ★ Take the back supports off the cardboard backdrops, fold them crisply in half (place a board firmly against a backdrop and then bend the backdrop in a straight line against the edge of the board to establish a straight crease). Slide the backdrop into the box. Then pack other props around the backdrops and/or extra blankets or pillows the team members might want to take. Most teams can get their “large” props into a transportable form this way. When the team arrives at Global Finals, use additional supports to hold the backdrops back upright.
- ★ Some props have to be extensively taken apart. If so, pack the prop parts in appropriate boxes, and then reassemble them the first day you are at Global Finals. One of the most common sights the first day of Global Finals is teams with tool boxes, drills, etc, putting props back together. Most teams carry an extensive tool kit with them to Global Finals.

✂ **NOTE:** If you are shipping your props to Global Finals, please follow the shipping instructions from the University very carefully to ensure that your props arrive where and when you want them to.

Smaller Props

If the team is flying, each person is allowed two bags/boxes and usually, depending upon the carrier and type of plane, one carry-on. Consider this recommendation for each traveler:

- ★ 1 carry-on
- ★ 1 larger duffel bag or suitcase for clothes, etc.
- ★ 1 box (of props) assigned to that child by the Team Manager.

✂ **NOTE:** Check with the airline and make sure!

Prop Van

If you are driving a Prop Van to Global Finals, you are all set, except for one or more very tired drivers upon arrival.

Freight Shipment

In your official Global Finals Packet there are instructions on how to ship props by truck freight. The instructions tell you where to pick them up when you get to Global Finals and when to ship them to the University. Again, please follow these instructions on where and when to ship your props.

- ★ Since the various freight companies (e.g. UPS, etc.) have developed tracking systems, it is much less stressful to ship props in this manner. Just make sure to ship according to the instructions and **TRACK THE BOXES** all the way to the University of Tennessee.
- ★ For additional information regarding props or prop storage, **contact UT at 865-974-0263.**

Bring a Tool Box

Whatever method you use to ship props, it is highly recommended that the team assembles and takes with them a toolbox. Props that have been used throughout the program year most likely are starting to get extensively worn and they may need some help. Take a look at the props in general upon your arrival at Global Finals.

Trading Pins

One of the exciting activities at Global Finals is trading pins with teams throughout the world. Your Affiliate generally sells pins for this purpose. Pin trading is one of the best ways to get to know other team members throughout the world who are attending the event.

Your Affiliate Director will make suggestions to you regarding the appropriate number of pins that he or she may recommend each team member have available to trade.

Please remember: **IT IS NOT THE PIN THAT IS IMPORTANT, IT IS THE OPPORTUNITY TO MEET SOMEONE FROM ANOTHER STATE, PROVINCE OR COUNTRY.**

✍ **NOTE:** If your team will be flying to Global Finals, make sure your team members pack their trading pins in their CHECKED luggage. If not, they may be taken by security at the security checkpoint.

Parents and Siblings of the Global Finals Team

First of all – YOU DO WANT SOME PARENTS to attend Global Finals to help you. Having already read most of this Guide, you can start to appreciate the need for another set of hands and/or several more sets of legs. To keep everyone conflict-free, it helps to lay some groundwork ahead of time. Put yourself in a parent's place, standing around waiting and watching for three or four days, trying to not get in the team's way and wishing to be helpful.

✍ **NOTE:** There is a handout for Parents at the end of this Guide.

Some Tips for smooth sailing with the PARENTS of your team members:

- ★ They will start asking what they can do to help. Let them!!
- ★ Put them in charge of ordering shirts or pins or candy.
- ★ Put them in charge of the garage sale.
- ★ Put one in charge of taking pictures.
- ★ Reminder: You have a team to manage and get ready. You need some sleep too. Delegate and let them do the legwork. They are glad to have a way to help out.

Some Tips for smooth sailing with the SIBLINGS of your team members:

- ★ Try very hard to find something special for them to do.
- ★ They are going to live in the shadow of this GF Team for several more weeks.
- ★ See if you can give them an Assistant-something job. Some teams have let the siblings become honorary tripod carriers, video camera case carriers, banner makers, etc.
- ★ One elementary sibling was made the "Official Assistant" of a Global-bound team. His job was to carry the lucky stuffed mascot for the team and to be with the team whenever it performed. He was also presented with an official Affiliate Team T-shirt by the team (with great ceremony). He loved it! It made a world of difference to one little eight-year-old boy.

Ways Parents Can Help You at Global Finals

Some helpful things you could ask parents to do, besides watching the team compete, could include:

- ★ Taking team members pin trading, swimming, shopping, etc.
- ★ Helping transport the team
- ★ Picking up Global Finals T-shirts
- ★ Washing Affiliate T-shirts
- ★ Taking the kids to meals – Teams with meal plans will eat at designated areas
- ★ Filming the team

- ★ Taking pictures/videos for a Memento Album after Global Finals
- ★ Riding the Shuttle to become familiar with the route
- ★ Going for this and for that
- ★ Seeing that the team gets to bed on time
- ★ Seeing that the team members do their homework
- ★ Taking care of the team while you are at the Wednesday afternoon Team Manager Meeting
- ★ Taking the team to the Saturday Night Team Member's Parties

Send-Off Crowd

If there can be a small send-off crowd when the team departs for Global Finals, with Good Luck signs, banners, etc, it is a nice way to start your "adventure." This is something "teams not going on to Global Finals" can do. (See "Coordinator at Home" in the next section.)

Coordinator at Home

It is helpful to designate one person who is not traveling to Global Finals with the team to serve as the "contact person" at home. This one person will be responsible for relaying messages to other family members.

At Global Finals

Registration

Your first stop once you reach campus is Registration. The Team Manager(s) is/are the only folks permitted in the Registration area at Global Finals (a map and directions to the Registration location are in your Global Finals Packet). The team, parents, supporters, and siblings are asked to remain outside. The team won't mind at all!! It is a wonderful time to trade pins. In fact, they will probably NOT want to leave when you come out. The parents, supporters, and siblings might just as well sit down and rest or join in the pin-trading fun.

- ★ While you are inside at Registration, you will be directed to a waiting area (chairs, water, etc. provided for you). When it is your turn to register the team, you will be directed to go to several specialized table areas (general registration, identification credentials, housing, parking, etc.) until the registration process is complete.
- ★ You will leave with:
 - ✓ A housing assignment
 - ✓ Keys or with instructions on where to get them
 - ✓ Parking information
 - ✓ Cafeteria location
 - ✓ Meal bracelets (Required by everyone – even Appraisers)
 - ✓ Identification Credentials to get you, the team, supporters, etc. into all events
 - ✓ Maps on where to find everything
 - ✓ Tickets for the Team Manager(s) Recovery Party
 - ✓ A packet containing Global Finals information and event tickets

✍ **NOTE:** If you do not receive something you think you should have or if you have questions – ASK! The people at Registration will gladly answer your questions and THEY ARE THERE TO HELP.

Transportation on Campus

There are bus shuttles throughout the campus and off-campus performance sites that will transport you and your teams throughout your staff at Global Finals. Always permit adequate time for travel when going from one place to another.

Some Team Managers and/or parents choose to rent a vehicle to move about. With an event of this size (approximately 17,000 people), parking can be a challenge. Should you bring your own vehicle, check at registration with the University officials as to where and when you park your vehicle.

Etiquette and Attitudes

It is a privilege and an honor to be at Global Finals. There will be many countries present and over 800 teams in attendance. Please have your teams behave with the respect and dignity the situation requires. Respect for the university's property, one another, all program participants and officials and good sportsmanship are expected.

Your Team's Schedule

The Team's schedule during the four/five days at Global Finals SHOULD BE SET BY THE TEAM MANAGER(S).

- ★ The Team Manager(s) should determine when the team eats, sleeps, puts props back together, rehearses, practices *Team* and *Instant Challenges*, trades pins, goes swimming, etc.
- ★ One SOLID LEADER makes for a cohesive team and group of parents and siblings. You will be doing everyone a favor IF YOU let the parents know when and where you would like their children.

General Schedule

Tuesday/Wednesday

Arrive and Register

- ✓ Trade Pins
- ✓ Put props back together
- ✓ Check out team's tournament site
- ✓ Get some rest!!!
- ✓ (Tour the area)
- ✓ Practice *Team Challenge* and *Instant Challenges*
- ✓ Wednesday Afternoon: **Team Manager's Meeting** with International Challenge Masters
- ✓ Wednesday Evening Event: Opening Ceremonies

Thursday

Tournament begins in the morning around 8AM

- ✓ If you are not competing, go cheer for your Affiliate's Teams
- ✓ Trade Pins
- ✓ (Tour the area)
- ✓ Go to Sponsor's Expo at the Convention Center
- ✓ Practice *Team Challenge* and *Instant Challenges*
- ✓ Evening Events: Team Member's *Out of the Box Rock and Roll Costume Party* and *Improv Fiesta*

Friday

Tournament Continues

- ✓ If you are not competing, go cheer for your Affiliate's Teams
- ✓ Trade Pins
- ✓ (Tour the area)
- ✓ Really Big Duct Tape Thing (RBDTT) under construction
- ✓ Go to Sponsor's Expo at the Convention Center
- ✓ Practice *Team Challenge* and *Instant Challenges*
- ✓ Evening Events: Graduation Ceremonies and *Team Managers' and Officials' Competition*

Saturday

Tournament Continues

- ✓ If you are not competing, go cheer for your Affiliate's Teams
- ✓ Trade Pins
- ✓ (Tour the area)
- ✓ Really Big Duct Tape Thing (RBDTT) under construction
- ✓ Go to Sponsor's Expo at the Convention Center
- ✓ Practice *Team Challenge* and *Instant Challenges*
- ✓ Evening Events: Awards Ceremony, Team Parties, Team Manager's and Officials' Recovery Party

Sunday

Return Home: Rest and Reflect

Things to do Pre-Competition (Tuesday & Wednesday)

If you arrive in time to do so before the Tournament starts, make SURE to take the team to see their Performance Site. The way the site is configured may be different than what your team(s) have experienced in previous tournaments. Seeing the site early will give the team time to adjust.

This year several Performance Sites are located at the new Knoxville Convention Center. With the use of the new Convention Center, there are no tournament sites that are any less than wonderful. However, one caution when you go to see your site. You are welcome to see the site if but you ARE NOT permitted to practice on the Performance Site. Please be considerate of any Officials who may be at the site. They may be setting up the site or holding a meeting.

Storage of Props and Rehearsal Space

A common concern of Team Managers is finding an area in which to rehearse. It may take a little creativity to find an appropriate space. In the past, teams have rehearsed in their dorm rooms, in hallways, at ends of hallways, in socialization rooms, etc. Practice as needed, but also have fun with the team.

At one Global Finals, several teams from an Affiliate (living on the same floor) performed for each other one evening in a dorm lounge. It was wonderful, the teams loved it and they all got to know each other better. Afterwards each of those teams tried to see each other when they actually competed. It was great!

Team Managers' Wednesday Afternoon Meeting

It is important that you, your co-Team Manager and/or a knowledgeable team representative, well-acquainted with your *Team Challenge* and with *Instant Challenge*, attend this meeting which will be held at the Convention Center. During the course of this meeting, the layout of your Performance Sites will be reviewed and you will be able to both meet and listen to the International Challenge Master review any last minute issues pertinent to the Challenge or the Performance Site. This meeting will also offer you the pleasant opportunity to meet Team Managers from other Affiliates and international countries.

Tips for Your Team's Two Competition Days

On two of the three Tournament days, your team will be competing: One day will be the Team Challenge and another day will be Instant Challenge. The following tips from Team Managers may help those days run more smoothly.

- ★ Set your team's Competition Day schedule the day before and let all the parents, team members, etc, know so there will be no confusion. **THIS IS IMPORTANT!** A missing team member, for whatever reason, can create a very stressful situation that can easily be avoided if everyone knows the day's schedule in advance.
 - ✍ **NOTE:** You will be able to check your day and time of performance approximately ten days prior to the Global Finals on the DI website by clicking on Global Finals.
- ★ Stay with your team(s) that day until they are finished competing.
- ★ Have parents watch the team's competition, then take siblings swimming or pin trading.
- ★ Allow **a lot of time** to gather all of the props and get them to the Performance Site.
- ★ If possible, let parents take the props to the Performance Site so you can focus on the team.
 - ✍ **NOTE: Never leave props unattended as they will be removed by security officials designated by the University.**
- ★ Allow plenty of time for the team to get ready at the Performance Site or at the dorm.
- ★ Remind the team that it is a privilege to be there and how **PROUD** you are of them.
- ★ Make sure you have **NEW SETS OF PAPERWORK**. Every Tournament needs complete new sets of all of the required paperwork (Tournament Data Forms, Declaration of Independence, etc.)
- ★ Create an environment where the team can do its best. Be proud of them as they perform.
- ★ Warm up for *Instant Challenge* without parents.

- ★ Go to *Instant Challenge* with the team only.
- ★ When the *Team Challenge* performance is over, have the team select a favorite prop to attach to the Really Big Duct Tape Thing!
- ★ Don't forget to SMILE and keep things LIGHT! ☺ ☺ ☺

Study Time

It is a fact of life that the team members are still students and may still be in school. If you are the Team Manager of a Middle School or High School team, they may very well have finals the week they return.

- ★ Some Team Managers set up study time (1-2 hours a day). The best times are usually right after breakfast or right after lunch, if your schedule permits.
- ★ You could assign the list of required schoolwork to a parent and that person could “check off” the finished work.

Recreation

While not performing or watching other teams, opportunities for recreational activities are many. The most popular activity by far is Pin Trading. Team members will spend a lot of time trading pins and getting to know team members from other teams throughout the world.

When not involved in this activity, Destination ImagiNation and the University provide lots of additional recreational activities for teams, siblings, and supporters. One of the most popular is the Olympic-size swimming pool where many friendships are made and fun is had by all! In your registration packet, you will find a complete list of recreational activities.

Evening Events

Opening Ceremony (Wednesday)

The Opening Ceremony in Thompson-Boling Arena on Wednesday evening will be an exciting event for you and your team. Watching the parade of Affiliates from many nations makes you realize this is really a GLOBAL event, and it sets the tone for the week. Teams sit by Affiliate and generally teams are asked to wear his or her Affiliate Global Finals T-shirts.

- ★ Each team (of the 800+ teams) is asked to name one team member to march with its Affiliate or Country's delegation. It is an honor no student forgets. Each delegation carries the flag(s) of its State or Country. The Affiliate Director will provide the flag.
- ★ Give some thought to which team member you would like to ask to represent your team and ask them ahead of time. Let the rest of the team know which team member is going to represent them. Or, better yet, have the team decide.
- ★ Following the Opening Ceremony you may want to allow your team the opportunity to trade pins. Pin trading areas will be designated for this purpose and it is a great time for all teams throughout the world to have an opportunity to meet one another. No pin trading may take place in the Arena.

Improv Fiesta (Thursday)

The kids are the stars at this outdoor event. Three stages are set up for Improvisational performances by individuals or teams. You must sign up ahead of time. A flyer telling all about this event will be in your Registration packet.

Out-of-the-Box Rock 'n Roll Costume Party (Thursday)

Feel like dancing to a live band? Want to wear your *Team Challenge* costume one more time, or create a new one in your dorm? It's up to you, but if you like to dance and want to see some REALLLY creative costumes, come on over to the Thompson-Boling Arena! A flyer telling all about this event will be in your Registration packet.

Graduation Ceremonies (Friday)

Because Global Finals conflicts with some schools' Graduation ceremonies, Destination ImagiNation provides two Graduation ceremonies for those teams/students who are missing their home ceremonies. Information about both of these events is in your Registration Packet.

- ★ The High School Graduation Ceremony is for Seniors missing their graduation ceremony at home while they are attending Global Finals. Most Seniors wear their real caps and gowns. It has appropriate music, words, and ceremony. It is followed by a reception sponsored by the DI Alumni organization.
- ★ The EleMiDI Graduation Ceremony is a special ceremony just for younger DI kids who are missing their graduation or transition ceremony. There is a short fun reception, which likewise follows this event as well.

Team Manager's and Official's Competition (Friday)

In your Global Finals information packet you will find a Team Challenge JUST for Team Managers and Global Finals Officials.... Finally, you get to solve a Challenge yourself! Even if you choose not to take part in this wacky event, you and your team will have a blast watching other adults and their crazy, creative solutions. This year's theme is the 50's, and a sock hop follows the event. Be there or be square!

Awards Ceremony (Saturday)

The Awards Ceremony will occur on Saturday evening at 7:30pm. Plan your evening meal to allow enough time for you and your team to be at the Arena and in your seats at least by 7pm. There is energy, excitement and expectation in the air that you will want your team to experience. Again, your Affiliate Director will ask that you wear your Affiliate T-shirts.

- ★ Before you leave the dorm for the Awards Ceremony, spend a little time alone with your team. Tell them again how very proud you are of them. Remind them that there are 800+ teams at Global Finals and that what they have learned as a team about creativity and problem solving is far greater than any award they could ever win or receive. Talk about the benefits they received by participating in Destination ImagiNation®.
- ★ This event requires a ticket which you will find in your Registration packet. Lower-level tickets are for the Teams and Team Managers only. Supporters are to sit on the next level up. Why only a certain number of tickets per team on the lower levels? 850 teams x 9 or 10 people per team = 7,650 to 8,500 seats needed. Add to that the Appraisers' and other Officials' seats. If everyone was allowed down with the teams, many teams would be seated up at the top of the Arena. Consider how long it would take them to come down for their awards! For safety reasons and time constraints, only teams and Team Managers are allowed on the lower level. Credentials WILL BE checked so please have your team members each check that they do not forget to bring them.

Parties Following the Awards Ceremony

There are four parties following the Awards Ceremony, appropriate for different age groups:

Pre-Teen Party	Excellent for Elementary teams
	Excellent for younger Middle School teams
Teen Party	Excellent for older Middle School teams
	Excellent for High School teams
University Party	Excellent for University teams
Team Manager's & Officials Recovery Party	Excellent for Team Managers (A MUST!!)

This party requires a ticket, which you will find in your Registration Packet.

✍ **NOTE:** The younger teams need chaperones. Please ask your team parents to chaperone the party/parties BEFORE you leave for Global Finals. Let the parents go with their children. YOU should be free that evening to go to the Team Manager/Officials Party. You deserve it. It is great to see all the adults associated with Destination ImagiNation® and we are sure you will enjoy the food and live music.

The Team Manager and Officials Party includes loads of food on multiple buffet tables, lots of tables at which to sit, eat, and socialize, one or more live bands for dancing, and many many happily tired Destination ImagiNation Team Managers and officials ready to party!!!

After Global Finals

Ways to Recognize the Team after Global Finals

Following their return from Global Finals, it is nice to make sure the team receives some recognition for their accomplishments, regardless of where they placed in the competition. Here are some ideas:

- ★ Newspaper Publicity
- ★ School Reception
- ★ School Board Acknowledgement
- ★ A private dinner with you and the team
- ★ School Announcements
- ★ Parade
- ★ Town Council Acknowledgement
- ★ A private dinner including the parents

Thank You Notes

Following their return from Global Finals, a final set of Thank You notes needs to be sent by the team.

- ★ Thank you notes may take many forms: They may be as simple as the standard hand-written note or they can be as complex as a formal picture of the team (mounted on a card) with a poem below the picture and then signed by all the team members.
- ★ To all donors
- ★ To the extra helpful parent
- ★ To all the people who helped with anything
- ★ To the kid(s) who made all the signs

The most important thing is to thank everyone – PROMPTLY.

Survival Tips for Team Managers

- Get enough sleep.
- Ask for help. Do NOT do it all yourself.
- Keep a sense of humor.
- Take a few minutes (several times each day) to savor the week at Global Finals.
- Enjoy yourself.
- Keep your papers organized by making a 3-ring Team Manager's Notebook. If you get a set of dividers, you can sub-divide all your papers, e.g. medical releases, confirmations, etc.
- Have your team bring swimsuits and swim towels. If the team members use their room towels for the swimming pool, they won't be available for routine use.
- Your team will need laundry soap for washing their T-shirts and pants. Take some laundry soap divided up into little sealable bags (double bagged!). Also take a roll of quarters for the washers and dryers in the basement of each dorm or hotel.
- You may want to consider taking an iron to get team members to get the wrinkles out of the costumes.
- Have each team member bring some money for sightseeing and souvenirs.
- How to get checked in at the airport quickly – Airlines prefer to ticket groups of students separately from regular business travelers. You will be doing yourself and the airline a favor if you arrive at least two hours before flight time. Notify the desk that you have a group of xxx number of people (students) coming through shortly and the airline will usually provide your group with a separate ticketing agent(s).
- How to do luggage the easy way at the airport – Have an adult traveling with the team (You have enough to do) make neon-colored tag board tags (with rubber bands for attaching) or just colored yarn to place on each piece of luggage traveling with your group. Have that person make three per person and then a few more. When the families start arriving at the airport, have them line up all luggage (to be checked through). Put the neon tags /yarn on each piece to be checked. When everyone is present and accounted for, **COUNT ALL THE TAGGED BAGGAGE** and then **RECOUNT THEM**. When you reach your destination, and the luggage comes onto the turnaround, simply pull off the luggage and line it all up. **RECOUNT** it and you should have all the luggage. Have them keep the tags on their luggage for the return trip home.

Notes for PARENTS OF GLOBAL FINALS TEAM MEMBERS

Things you can do to help your team before Global Finals:

1. Help order shirts or pins or whatever else they need
2. Help with fundraising
3. Help with taking team pictures
4. Fix your child's Team Manager supper one evening
5. Hug your child's Team Manager
6. Help get boxes for packing props
7. Have your child to practice on time
8. Get all forms back to the Team Manager in a timely manner

Things you can do to help your team at Global Finals:

1. Be a Driver, a Cheerer, a Hugger
2. Be a Go-for-this and a Go-for-that person
3. Be a Door holder
4. Be a Prop carrier and/or a prop watcher
5. Take siblings about the campus and pin trading
6. Wash the never-ending dirty team T-shirts
7. Take the kids to meals
8. Take pictures/videos for a Memento Album after Global Finals
9. Ride the Shuttle and find out where it stops
10. See that the team gets to bed on time
11. Pick up Global Finals team T-shirts
12. Take the team/siblings to d2k.3 souvenir sales located in the Convention Center
13. Take the team to the Team Parties after Awards
14. Let the Team Manager(s) and Team be by themselves the day of Competition
15. Help keep track of your child's pin collection
16. Enjoy a WONDERFUL experience

Things you may NOT do at Global Finals:

1. Do not fix or change the props in any way
2. Do not help with makeup or costumes
3. Do not talk to any Appraiser regarding your team. That is the Team Manager's job.

Please remember to LET THE KIDS TAKE CARE OF THEIR CHALLENGE SOLUTION.

MANY THANKS FOR YOUR HELP!!!

Media Release Form

Date

Media Contact

News Organization

Address 1

Address 2

Dear Media Contact:

No doubt you're familiar with every kind of tournament, from sports to spelling. But have you ever heard of rewarding kids for thinking? Here in **{community}**, we're arming our kids with the ability to be creative, original thinkers; people who know how to solve challenges. Destination ImagiNation® is a school and community based problem solving program that gives kids the tools they need to think on their feet and work together as a team.

We've organized **{number of teams}** teams locally to participate in this year's Destination ImagiNation® program. What that means is that teams of 5-7 children, with a parent, teacher or other adult as a facilitator, will work to solve one of five different Destination ImagiNation® Challenges -- mind-bending problems that range from technical, theatrical, structural, vehicular or classical (I've enclosed a copy of the Challenges for you). They spend the school year developing solutions and a performance that explains that solution, and then present both at our local tournament beginning in **{month}**. The best of the best will have the honor of traveling to the University of Tennessee at Knoxville for Global Finals in late May.

I'd like to encourage you to meet some of our local teams, and maybe to consider following one or two teams through competition and then to Global Finals. It's fascinating (and instructional!) to watch them evolve ... not only with their solutions, but also in working with one another and in becoming great thinkers. I'll give you a call soon if I don't hear from you first.

Best wishes,

{Name}

{Daytime phone number}

{email address}