

PRE-TOURNAMENT CHECKLIST AND TIMELINE

This timeline identifies ideal dates by which tasks should be completed for a qualifying tournament held in mid-February. Please use this only as a guideline and remember that each tournament is different. Countries with a small number of participating teams do not necessarily require this level of detail and advanced planning.

PRIOR TO SEPTEMBER

- Familiarize yourself with the Jessup Competition and its Official Rules
- Select venue and date for your qualifying tournament
- Identify and organize core staff
- Submit Administrators Registration Form to the ILSA Executive Office
- Recruit teams in cooperation with ILSA Executive Office

OCTOBER – NOVEMBER

- Read Administrators Guide
- Reserve specific space at venue (court rooms, judges lounge, reception area, etc.)
- Prepare list of potential judges
- Reserve block of hotel rooms for teams, coaches, and judges
- Identify and invite Final Round and advanced round judges
- Draft tentative schedule of events

DECEMBER

- Invite memorial and preliminary round judges
- Obtain list of registered teams in your country/region from ILSA Executive Office
- Contact teams directly to introduce yourself and transmit tentative schedule of events and other tournament details
- Initiate publicity efforts

EARLY JANUARY

- Process judge responses
- Organize events (e.g. judges reception, team orientation, award ceremony, etc.)
- Develop team pairings and oral rounds schedule

MID-JANUARY

- Receive memorials from teams or ILSA Executive Office
- Receive password from ILSA Executive Office to access bench memorandum online
- Mail (or e-mail) assigned memorials and bench memorandum to memorial judges
- Schedule oral rounds judges for specific rounds
- Recruit remaining staff (bailiffs, ushers, etc.)

LATE JANUARY

- Order awards and create participation certificates
- Mail (or e-mail) bench memorandum to oral round judges and confirm their schedules
- Review memorials for penalties

1-2 WEEKS BEFORE ORAL ROUNDS

- Prepare orientation packets for teams
- Train bailiffs and scoring staff
- Hold briefing session for core staff
- Receive and confirm receipt of memorial scores
- Scoring staff enters memorial scores and memorial penalties into scoring system
- Send final reminder to oral round judges, including their schedule and directions to venue and judges lounge