

MAINTENANCE MANIA EVENT CHECKLIST

ITEMS	STATUS	NOTES
NATIONAL APARTMENT ASSOCIATION ITEMS		
NAA Participation Agreement		
NAA Confirmation Letter		
Insurance		
2020-2021 Maintenance Mania Website		Please note the removal of Queenaire Technologies, Inc. and the addition of Pfister Faucets. Please be sure to review the rulebook thoroughly as updates and changes have been made this season.
Participant Registrations Goal		
Wildcard Participants		
Participant Registration Process		
COVID-19 Best Practices		Please utilize NAA's best practices guide for holding your in-person event safely.
MARKETING		
Presenting and National Sponsorship Promotion		Please make sure you adhere to guidelines set forth in the MM Affiliate Handbook.
Marketing Efforts:		
Emails		
Newsletter		
Other		
EVENT VENUE		
Room Size		
Floor Plan		
STAFFING		
Sponsor Judges		National Sponsors can send their reps to the Event for Free. Some may ask to judge their event but that is up to the affiliate.
Volunteer Judges		
Event Official		
Scorekeeper		
Send HDS Participant File		Send day before.
Masters of Ceremonies		This volunteer will be responsible for: Keeping the overall program on track and within the targeted time frames. Periodically announce the current leading times by event.
POST EVENT TASKS		
Feedback, Invoice		Event host fee to be paid within two weeks of event date.
Score System Files		
Participant & Spectator Count		
HD SUPPLY ITEMS		
VENUE INFORMATION		
Venue Wi-Fi? Y / N		
Truck Dock Available? Y / N		
Equipment Delivery Date & Time		
Equipment Pickup Date & Time		
Venue POC and Phone Number		
Shipping Documents		
SCHEDULE		
Setup		Get Time Frame! No competitors helping or watching set up.
Judge Training		Judge training and understanding of games is very important. Consistency of play across all affiliate events is crucial to the National Championship. Additional Judge support documents and videos are located on the Maintenance Mania website.
Protest Committee		
Participant Practice		
Kickoff		
Awards		
Teardown		
HD Supply Support		
EQUIPMENT		
Tables: 8 foot x 30 inch		Make sure tables are 8ft!
Electrical Outlets: 2		
PPE Status		HDS will provide Disinfectant Spray and/or Hand Sanitizer. Affiliates will be responsible for supplying any additional PPE items they wish (masks, gloves, etc..)
Scorekeeping		It is highly suggested that judges utilize their own smartphones to judge their respective events.
MATERIALS		
Confirm Shipping Address		
Participant Score Card		
Participant Rulebook		
Wheels		
Awards		
BENEFITS		
Education Contribution Program		
Sponsorship Benefits outlined in Participation Agreement		