

## MAINTENANCE MANIA EVENT CHECKLIST

ITEMS	STATUS	NOTES
<b>NATIONAL APARTMENT ASSOCIATION ITEMS</b>		
NAA Participation Agreement		
NAA Confirmation Letter		
Insurance		
2021-2022 Maintenance Mania Website		Please note the removal of Queenaire Technologies, Inc., SmartComfort by Carrier, SmartBurner and the addition of Pfister Faucets, Halstead, and HomeDepot Pro Xtra. 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		
<b>MARKETING</b>		
<b>Presenting and National Sponsorship Promotion</b>		Please make sure you adhere to guidelines set forth in the MM Affiliate Handbook.
Marketing Efforts:		
Emails		
Newsletter		
Other		
<b>EVENT VENUE</b>		
Room Size		
Floor Plan		
<b>STAFFING</b>		
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.
<b>POST EVENT TASKS</b>		
Feedback, Invoice		Event host fee to be paid within two weeks of event date.
Score System Files		
Participant & Spectator Count		
<b>HD SUPPLY ITEMS</b>		
<b>VENUE INFORMATION</b>		
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		
<b>SCHEDULE</b>		
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		
<b>EQUIPMENT</b>		
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.
<b>MATERIALS</b>		
Confirm Shipping Address		
Participant Score Card		
Participant Rulebook		
Wheels		
Awards		
<b>BENEFITS</b>		
Education Contribution Program		
Sponsorship Benefits outlined in Participation Agreement		