

Maintenance Mania Event Checklist		
ITEMS	STATUS	NOTES
NAA Participation Agreement		
NAA Confirmation Letter		
Insurance		
2017-2018 Maintenance Mania Website		We are also pleased to add Carrier/Smart Comfort as a new Game and National Sponsor this year Please note the removal of CFG/Moen Game and National Sponsorship 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		
NAA Notices: equipment handling		
Marketing		
Sample marketing materials		
Marketing efforts:		
Emails		
Newsletter		
Other		
Promotional video		
Training videos (8 versions)		
Event venue		
Room size		
Floor plan		
Truck dock available? Y / N		
Equipment delivery date & time		
Equipment pickup date & time		
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 have been added online.
Participant practice		
Kickoff		
Awards		
Teardown		
Staffing		
Sponsor judges		Volunteers should be directing participants to games that do not have a line 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, weekend events send on Thursday.
MC		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
HD Supply support		
Equipment		
Tables: 8 foot x 30 inch		Make sure tables are 8ft!
Electrical outlets: 2		
Materials		
Participant score card		
Participant rulebook		
Wheels		
Awards		
Post Event Tasks		
Feedback & survey		
Score System Files		
Participant & spectator count		
HDS Education Contribution Program		
Program overview		
Promotional period		
Sponsorship Benefits for HDS		
Financial benefit		
Ad space		