

MAINTENANCE MANIA EVENT CHECKLIST

ITEMS	STATUS	NOTES
NATIONAL APARTMENT ASSOCIATION ITEMS		
NAA Participation Agreement		
NAA Confirmation Letter		
Insurance		
2019-2020 Maintenance Mania Website		We are also pleased to add Queenaire Technologies, Inc. as a new Game and National Sponsor this year. Please note the removal of Fluidmaster 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		
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, weekend events send on Thursday.
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 & Survey		
Score System Files		
Participant & Spectator Count		
HD SUPPLY ITEMS		
VENUE INFORMATION		
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.
Participant Practice		
Kickoff		
Awards		
Teardown		
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		
BENEFITS		
Education Contribution Program		
Sponsorship Benefits outlined in Participation Agreement		