

UIL OAP HOSTING CHECKLIST

LIGHTING		SOUND	
15 AREAS	<input type="checkbox"/>	CM WIRELESS MIC	<input type="checkbox"/>
HOUSE SUBMASTER	<input type="checkbox"/>	AUXILARY CORD	<input type="checkbox"/>
AREA SUBMASTERS	<input type="checkbox"/>	FUNCTIONING BOOTH COMPUTER	<input type="checkbox"/>
STAGE WASH SUBMASTER	<input type="checkbox"/>	BOOTH/STAGE RIGHT/STAGE LEFT COM	<input type="checkbox"/>
CYC COLOR SUBMASTERS	<input type="checkbox"/>	LABEL AUXILARY CORD INPUT	<input type="checkbox"/>
WORKLIGHT SUBMASTER	<input type="checkbox"/>		
COLOR STRIPS FOR CYC	<input type="checkbox"/>	UNIT SET	
LIGHTPLOT NEXT TO BOARD	<input type="checkbox"/>	PAINT ALL PIECES UIL FORMULA	<input type="checkbox"/>
AREA BACKLIGHT (LED OR PAR)	<input type="checkbox"/>	LABEL HOME BASE FOR EACH PIECE	<input type="checkbox"/>
		TAPE OUT AREA ON DECK FOR EACH PIECE	<input type="checkbox"/>
		CLAMPS/WEIGHTS AVAILABLE	<input type="checkbox"/>
ROOM NEEDS		REPAIR AS NEEDED	<input type="checkbox"/>
ROOM RESERVATIONS 30 DAYS PRIOR TO CONTEST	<input type="checkbox"/>		
WARM-UP ROOM	<input type="checkbox"/>	FOOD NEEDS	
1 DRESSING ROOM PER SCHOOL	<input type="checkbox"/>	CONTEST MANAGER	<input type="checkbox"/>
HOSPITALITY ROOM (DIRECTORS/ADULT VOLUNTEERS)	<input type="checkbox"/>	ADJUTICATOR(S)	<input type="checkbox"/>
PRIVATE SPACE FOR EACH ADJUTICATOR	<input type="checkbox"/>	STUDENT VOLUNTEERS	<input type="checkbox"/>
STUDENT VOLUNTEER GREEN ROOM	<input type="checkbox"/>	TIMEKEEPERS	<input type="checkbox"/>
CM OFFICE (INCLUDE PRINTER/ONLINE ACCESS)	<input type="checkbox"/>	DISTRICT ADMINISTRATORS	<input type="checkbox"/>
ADJUTICATORS		CONTEST HOST(S)	<input type="checkbox"/>
COMFORTABLE SEATING	<input type="checkbox"/>	HOSPITALITY ROOM (SNACK FOOD, DRINKS)	<input type="checkbox"/>
POWER FOR DESK	<input type="checkbox"/>		
LARGE ENOUGH DESK FOR LAPTOP & PAPERWORK	<input type="checkbox"/>	SIGNAGE	
BOTTLED WATER	<input type="checkbox"/>	DRESSING ROOMS FOR EACH SCHOOL	<input type="checkbox"/>
WELCOME BASKET WITH SUSTENANCE	<input type="checkbox"/>	HOSPITALITY ROOM	<input type="checkbox"/>
CM SHOULD PROVIDE ALL PAPERWORK	<input type="checkbox"/>	WARM-UP ROOM	<input type="checkbox"/>
PRIVATE SPACE FOR POST-SHOW DELIBERATION	<input type="checkbox"/>	"CONTEST PARTICIPANTS ONLY"	<input type="checkbox"/>
PRINTERS AS NECESSARY (CM CAN PROVIDE)	<input type="checkbox"/>	"STUDENTS AND DIRECTORS ONLY"	<input type="checkbox"/>
		NO FOOD OR DRINK	<input type="checkbox"/>
ADULT VOLUNTEERS		NO VIDEO OR PHOTOGRAPHY	<input type="checkbox"/>
TICKETS SELLERS (IF NEEDED)	<input type="checkbox"/>	DIRECTIONAL SIGNAGE FOR SCHOOLS	<input type="checkbox"/>
CONCESSION SELLERS (IF NEEDED)	<input type="checkbox"/>	ENTRANCE	<input type="checkbox"/>
TIMEKEEPERS (PAID/UNPAID)	<input type="checkbox"/>	BACKSTAGE	<input type="checkbox"/>
HOSPITALITY HOST	<input type="checkbox"/>	UNIT SET LABELS	<input type="checkbox"/>
		MAPS (IF NEEDED)	<input type="checkbox"/>
STUDENT VOLUNTEERS		PERFORMANCE ORDER POSTED BACKSTAGE	<input type="checkbox"/>
HOST FOR EACH SCHOOL	<input type="checkbox"/>		
USHERS	<input type="checkbox"/>	NOTES:	
BOOTH TECHNICIANS	<input type="checkbox"/>		
BACKSTAGE TECHNICIANS	<input type="checkbox"/>		
CONCESSION SELLERS (IF NEEDED)	<input type="checkbox"/>		
TICKET SELLERS (IF NEEDED)	<input type="checkbox"/>		
ADJUTICATORS HOST	<input type="checkbox"/>		