

EVENT EVALUATION



SCHOOL INFORMATION

DATE OF EVENT: _____ HOSTING SCHOOL NAME: _____
HOSTING SCHOOL EVENT DIRECTOR: _____ HOSTING SCHOOL HEAD COACH: _____
EVENT DIRECTOR EMAIL: _____ HEAD COACH EMAIL: _____

APPLICATION INFORMATION

APPLICATION RECEIVED ON TIME: YES 4PTS. NO FEE
MISSING INFORMATION: YES NO -1PT. IF YES
AFTER 5/15 AND UP TO 8/31: YES 3PTS. \$50 FEE
AFTER 9/1 AND UP TO 10/1: YES 2PTS. \$75 FEE
AFTER 10/1: YES 0PTS. \$100 FEE AND LAST DATE CHOICE

TOTAL PTS.

WEBSITE AND JA SCHEDULING SUBMISSION INFORMATION

ON TIME AND IN THE RIGHT FORMAT: YES 4PTS.
MISSING INFORMATION: YES NO -1PT. IF YES
1ST REQUEST OF INFORMATION: YES 2PTS.
2ND REQUEST OF INFORMATION: YES 0PTS.

TOTAL PTS.

COMMUNICATION OF CHANGES

COMMUNICATED CHANGES TO JA SCHEDULING DIRECTOR, WEBMASTER, AND JUDGE DIRECTOR:

YES 4PTS.
 NO 0PTS.

DAY OF CHANGES COMMUNICATED THE DAY OF. IS FINE.

TOTAL PTS.

ASKING FOR INFORMATION AND FOLLOWING THE ORG CHART

(ASKING QUESTIONS THAT IS ALREADY IN WRITING, ON WEBSITE, AND COVERED IN MEETING)

ASKS THE RIGHT PERSON: YES NO -1PT. IF NO
UTILIZES THE WEBSITE: YES NO -1PT. IF NO
DOES NOT ASK FOR INFORMATION: YES 4PTS.
ASKS 1 QUESTION: YES 3PTS.
ASKS 2 QUESTIONS: YES 2PTS.
ASKS MORE THAN 2 QUESTIONS: YES 0PTS.

TOTAL PTS.

PERSONNEL NEEDS

PROVIDED NECESSARY EQUIPMENT

COMPUTER AND PRINTER: YES NO NA – PROVIDED BY JD
COPY MACHINE (CODE ALSO): YES NO
EXTENSION CORD(S) IN STANDS FOR IT/JD: YES NO
POWER IN STANDS: YES NO
ROOM KEY/SECURITY FOR ROOM : YES NO

IF ALL OUR CHECKED YES 4PTS.
1 ITEM MISSING 2PTS.
MORE THAN 2 ITEMS MISSING 0PTS.

TOTAL PTS.

AT EVENT

FOLLOWING EXPECTED GUIDELINES SET FORTH BY THE DDCA/JA

FOLLOWED GUIDELINES ON ROUND TIMES:

1HR. TO 1.5 HRS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES	4PTS.
1.5 TO 2HRS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES	3PTS.
LESS THAN 1 HR.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES	2PTS.
OVER 2HRS.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES	0PTS.

TOTAL PTS.

FOLLOWED GUIDELINES ON # OF TEAMS:

MIN. OF 7 TEAMS YES NO MAX. OF 22 TEAMS YES NO

COMPETITIVE TEAMS WERE ALL DDCA MEMBERS YES NO

FOLLOWED GUIDELINES FOR END OF EVENT ACTIVITIES:

GRAND MARCH PRIOR TO OR AT END OF RD. 2	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
SPECIAL AWARDS AT END OF RD. 2	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
EXHIBITIONS BALANCED BETWEEN ROUNDS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

IF ALL OUR CHECKED YES	<input type="checkbox"/>	4PTS.
1 ITEM CHECKED NO	<input type="checkbox"/>	2PTS.
MORE THAN 2 ITEMS CHECKED NO	<input type="checkbox"/>	0PTS.

TOTAL PTS.

FOLLOWED GUIDELINES ON PERSONNEL NEEDS:

PARKING

ZERO COMPLAINTS	<input type="checkbox"/>	4PTS.
1 COMPLAINT	<input type="checkbox"/>	3PTS.
2 COMPLAINTS	<input type="checkbox"/>	2PTS.
MORE THAN 3 COMPLAINTS	<input type="checkbox"/>	0PTS.

FOOD

ZERO COMPLAINTS	<input type="checkbox"/>	4PTS.
1 COMPLAINT	<input type="checkbox"/>	3PTS.
2 COMPLAINTS	<input type="checkbox"/>	2PTS.
MORE THAN 3 COMPLAINTS	<input type="checkbox"/>	0PTS.

JUDGE ROOM

ZERO COMPLAINTS	<input type="checkbox"/>	4PTS.
1 COMPLAINT	<input type="checkbox"/>	3PTS.
2 COMPLAINTS	<input type="checkbox"/>	2PTS.
MORE THAN 3 COMPLAINTS	<input type="checkbox"/>	0PTS.

STANDS/MUSIC

ZERO COMPLAINTS	<input type="checkbox"/>	4PTS.
1 COMPLAINT	<input type="checkbox"/>	3PTS.
2 COMPLAINTS	<input type="checkbox"/>	2PTS.
MORE THAN 3 COMPLAINTS	<input type="checkbox"/>	0PTS.

EXPLANATION OF COMPLAINTS:

TOTAL PTS.

COMMUNICATED CHANGES/NEEDS, TEAMS UNDERSTAND PROCESS FOR LEAVING AFTER 1ST RD AND AT END, ETC.:

ZERO PROBLEMS	<input type="checkbox"/>	4PTS.
1 PROBLEM	<input type="checkbox"/>	3PTS.
2 PROBLEMS	<input type="checkbox"/>	2PTS.
MORE THAN 3 PROBLEMS	<input type="checkbox"/>	0PTS.

TOTAL PTS.

EVENT DIRECTOR MEETING

HEAD COACH/ED ATTENDED 4PTS.
 OTHER REPRESENTATIVE 2PTS.
 NO REPRESENTATIVE 0PTS.

TOTAL PTS.

SANCTIONING FORM

SUBMITTED WITHIN 1 WEEK OF EVENT 4PTS.
 SUBMITTED WITHIN 2 WEEKS OF EVENT 3PTS.
 SUBMITTED WITHIN 3 WEEKS OF EVENT 2PTS.
 SUBMITTED 3 WEEKS AFTER EVENT 0PTS.

TOTAL PTS.

SCHOLARSHIP MONEY

SUBMITTED WITHIN 2 WEEKS OF CHECK DATE 4PTS.
 SUBMITTED WITHIN 3 WEEKS OF CHECK DATE 3PTS.
 SUBMITTED WITHIN 4 WEEKS OF CHECK DATE 2PTS.
 SUBMITTED AFTER 4 WEEKS OF CHECK DATE 0PTS.

TOTAL PTS.

BILLING INVOICE

SUBMITTED WITHIN 2 WEEKS OF CHECK DATE 4PTS.
 SUBMITTED WITHIN 3 WEEKS OF CHECK DATE 3PTS.
 SUBMITTED WITHIN 4 WEEKS OF CHECK DATE 2PTS.
 SUBMITTED AFTER 4 WEEKS OF CHECK DATE 0PTS.

TOTAL PTS.

OVERALL RATING

TOTAL POINTS POSSIBLE - 64
 TOTAL POINTS EARNED -
 END OF YEAR STANDING - Choose

GREAT STANDING IN DDCA BUSINESS PRACTICE 57 – 64 PTS.
 GOOD STANDING IN DDCA BUSINESS PRACTICE 51– 56 PTS.
 OKAY STANDING IN DDCA BUSINESS PRACTICE 44 –50 PTS.
 POOR STANDING IN DDCA BUSINESS PRACTICE 0 – 43 PTS.

STANDING FOR THE NEXT SEASON, WHAT DOES IT MEAN?

GREAT STANDING - NORMAL APPLICATION PROCEDURE, 1ST SELECTION OF DATE CHOICE, ETC.
 GOOD STANDING - CHOICE OF DATE AFTER GREAT STANDING SCHOOLS, ETC.
 OKAY STANDING - 1 YEAR PROBATION PERIOD, LAST DATE PICK, ETC.
 POOR STANDING - LOSS OF PRIVELDGE TO HOST AN EVENT FOR 1 YEAR.

SIGNATURE OF AGREEMENT

JA SCHEDULING DIRECTOR SIGNATURE DATE

DDCA BOARD MEMBER SIGNATURE DATE

HOSTING SCHOOL EVENT DIRECTOR SIGNATURE DATE



HOSTING SCHOOL HEAD COACH SIGNATURE

DATE