

State Meet Directors Check list

- ✓ Sanction Meet as a State Meet
- ✓ Set the USAGym reservation system with **SANCTION ADMINISTRATORS** (State Chairman, JO Chair, Level chair [if 2 levels both])
- ✓ Fill out Judges assignment on the NAWGJ Website (NAWGJ just passed that they will not be charging the Judge assigning fee thanks)
- ✓ Use of **ProScore** Scoring program with **electronic score input and display** Check the new JO updates for instructions on vault and paperwork
- ✓ Modified Capital Cup format with 2 Full floors
- ✓ Separate Awards Area
- ✓ Logo must have **USA Gymnastics Illinois Logo** on it. Use the Meet director tools on Club membership site as to how to include the Logo
- ✓ Logo used on shirts should also have USA Gymnastics Illinois Logo
- ✓ **LOGO** Must be sent and **APPROVED** by state Chairman **PRIOR TO** placing on ANY materials
- ✓ Prepare an **Information sheet** to be placed on the ILLINOIS USA Gymnastics SITE before being posted on any other material. Send to JO and State Chairman. This information sheet must include payment info, site info, and hotel info.
- ✓ Reminder.... Bear Affair is the **ILLINOIS GK Elite representative** so they must be a vendor for all GK Elite products and thus **no other Leotard Sales**
- ✓ Be ready to provide information prior to and after meets to the **Regional Administration and Regional Meet directors** at information that is needed in a timely basis
- ✓ Be in very **close communication** with JO Chairman and Level Chairman prior to, during, and after the meet.
- ✓ JO Chairman and Level Chairman will **Determine draw** and inform Meet Director of the **Age Groups**
- ✓ We ask that Meet Director Place an in Meet Program announcement asking **Allaround Winners that they need to leave the meet with a Banquet Invite** and Awards people need information from them
- ✓ Please have your Awards personnel distribute **All ALL-AROUND Winners with a Banquet Invite** supplied by JO Chairman
- ✓ Please save time during awards for possible Senior (in HS) announcement during awards or possibly during opening ceremonies
- ✓ If a Regional meet follows please provide an area for the distribution of Leotards and T-shirts for the State Committee
- ✓ It would be great if there is room to provide a table (near the head Table) for Committee JO and Level chair