



September, 2007

Dear 2007/2008 Contest Host

Enclosed you will find the information you need to host your IDTA Contest. Thank you for hosting and let me know whenever you need any help, advice, etc. We hope every contest scheduled will be a "go", but if you find your contest does not have at least 25 performances by your deadline date – we may have to consider canceling the contest.

I have tried to label the information and make it simply to follow since many of you have hosted contests for many years. The only really NEW thing I have added is what to do at the end of your Contest so that I receive the Results. So please be sure to take special note of that information.

I also need your email address if that is different than what appears on the enclosed Contest list for the 2007-2008 season.

IDTA provides the critique tapes and penalty sheets. Those items will be mailed to you – Cyndi will be mailing the Penalty Sheets and I will be mailing the tapes. ALL qualifier ribbons will be mail out by me after the proper forms and payment have been received.

There is an Excel template that must be used for tabulating. I will send that by email along with other information for your tabulator.

Things/sheets that you will need for your contest (available from the IDTA web site) that I have not enclosed are:

Judge Evaluations – General Effect, Execution, and Head Judge
Score Sheets – General Effect and Execution – copy front and back
Rule Change Proposal sheet

Please email me your Contest information, entry form, etc. before you send it out – in most cases it is fine, but just to double check things for you. Once you have all your entries -- please summarize how many routines in what categories, etc. That information must be sent to the JUDGING COORDINATOR to determine the Judging assignments. After the final performance schedule has been worked out – that should be emailed to the Judging Coordinator and me. DO NOT MAIL OUT THE PERFORMANCE SCHEDULE until it has been approved.

Sincerely

Orella Gansmann
IDTA Contest Coordinator
ogansmann@althoff.net

Home 618-398-2605

School: 618-235-1100 ext. 110