

# TravelGuide for Teams

## 2002-03

A Guide to the Tournament written especially for teams.



**You've Arrived at that DestiNation called "Imagination."  
Now it's time to navigate the Tournament!**

**This TravelGuide includes everything your team needs to know  
about preparing for your Tournament, including:**

Who's who on the Appraisal Team, what will happen at your Performance Site, how you  
will be scored, and lots of other Important Stuff!

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a 501c3 non-profit organization.



The Destination ImagiNation®

# TravelGuide for Teams 2002-03

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The Destination ImagiNation®  
**TravelGuide for Teams**

## **Introduction: What is a TravelGuide?**

This *TravelGuide for Teams* is FOR YOU! It tells you what to expect at your Tournament. There is information about the Performance Site, some of the things Appraisers will be looking for, and the Improv Item and Improv Alternate. We hope that it will help you prepare to have a GREAT day at your location's Destination ImagiNation® Tournament!!

### **Here are the most important things to know about your Tournament:**

1. **The people who are running this Tournament worked hard to make this day happen, and they want it to be a great experience for you!** EVERYBODY who has worked very hard to set up your Tournament wants you to have a great day, filled with fun and amazingly creative things. Sometimes things don't go as well as we would like, but you need to know that the people running your Tournament are doing the very best job they can.
2. **We WANT to Award Your Team Points!** The Appraisal Teams (Appraisers and Support Officials) are going to work very hard to make sure that your team receives every possible point you have earned. They aren't looking for mistakes and they aren't going to try to find ways to deduct points from your score. They WANT to give you and every other team lots of points, BUT they need to be fair to all teams, and that means they can't give you points you didn't earn.

### **Some Terms You Should Know:**

We will be using these terms over and over again in this *TravelGuide*, so we thought we should make sure you know them, too.

**Team Challenge:** The *Team Challenge* is the **Central Challenge** that your team has been working on for the past several months, **plus** the **Side Trips**. You will be presenting the solution to your *Team Challenge* at the Tournament. Your family and fans can watch you perform your solution.

**Central Challenge:** When you see the term *Central Challenge*, we are talking about:

Challenge A: *ViDio Adventure*

Challenge B: *A Change in DIrection*

Challenge C: *ConnecDId!*

Challenge D: *Once Improv a Time*

Challenge E: *THEATER smARTS*

Primary Level Challenge: *Lost and Found*

**Side Trips:** The *Side Trips* are the three creations that your team chooses based on your Specialties. There are three *Side Trips* in all *Team Challenges* except *Once Improv a Time*, which has none, and the Primary Level Challenge, *Lost and Found*, which has one. (If you don't know what "Specialties" are, and/or if you would like to find out what your team's Specialties are, see the *Team Manager's Guide*, pages 28-32.)

**Instant Challenge:** At the Tournament, your team will also be asked to solve a Challenge "instantly." We call this type of Challenge "*Instant Challenge*." Your family and fans may NOT watch this part of the competition day, but one Team Manager may.

*Appraisal Team:* The Destination ImagiNation® Appraisal Team is the team of volunteers who will help you get all set for your performance, watch your Presentations, time your Presentations, and evaluate them. Some people might call this team a ‘panel of judges,’ but we think they are more than judges. We think they are a caring TEAM of evaluators that works together to make sure your team can present your solution in the best way possible. Each member of the Appraisal Team has a special job to do, and they have been trained to do it well.

## Section 1: Who’s Who at the Performance Site

Since many team members have never been to a Destination ImagiNation® Tournament before, we think we should tell you a little bit about the Appraisal Team.

### The Challenge Master

A Destination ImagiNation® Challenge Master is the top official for your *Team Challenge* or *Instant Challenge* at your Tournament. The CM is the person who trains the Appraisal Team, sets up the Performance Site(s), and is in charge of all the Performance Sites for that Challenge at the Tournament. So the Challenge Master for your *Team Challenge* or *Instant Challenge* is the top expert in your Challenge.



### Head Appraiser:

A Destination ImagiNation® Head Appraiser supervises the Appraisal Team for **one specific Performance Site**. The Head Appraiser is trained by the Challenge Master. It is his/her job to make sure that that Performance Site runs smoothly.

- ★ For Example: If your Tournament has more than one Performance Site for *THEATER smARTS*, the Challenge Master is in charge of **all** the *THEATER smARTS* sites, but each site would have a Head Appraiser who makes sure that that site’s Appraisal Team is doing its job.

**NOTE:** The Head Appraiser or Challenge Master is the person who will present your Team Representative and/or Team Manager with the raw scores.

### Appraiser

A Destination ImagiNation® Appraiser is a person who evaluates one or more parts of your team’s solution. There are several different appraising “roles” or jobs. Here are the main ones:

#### The Prep Area Appraiser (*Team Challenge Sites*)

The Prep Area Appraiser will

1. Greet your team and Team Manager(s),
2. Collect and check all required paperwork, props and other required items,
3. Ask you if you are choosing the Improv Item or the Improv Alternate,
4. Allow you to choose a number for your Improv Item if that is what your team chose (except for the *Once Improv a Time*), explain how the Item will be given to you,
5. Tell you all about the Performance Site and the Appraisal Team,
6. Answer any questions you have, and
7. Take care of you until it’s time for you to perform.

### The *Team Challenge* Appraiser

The *Team Challenge* Appraiser evaluates some or all of the required things in your team's Challenge, including the *Side Trips*. Usually there will be at least three Appraisers doing this job. After your performance, these Appraisers will come and talk to your team about the things they have seen and heard. Make sure you show off the things you are proudest of.

### The *Instant Challenge* Appraiser

There will be at least two or three *Instant Challenge* Appraisers for each *Instant Challenge* site. The Appraisers will score your team based on how well you solve your Challenge. *Instant Challenge* Appraisers are VERY friendly and they love to watch your team work on a solution.

### The Prep Area Appraiser for Check-In and the StuDIo Supervisor:

(For *Once Improv a Time*) The Prep Area Appraiser for Check-In for *Once Improv a Time* will get your team checked in before you go into the StuDIo and make sure you have all the items you need to solve your Improv Challenge. The Prep Area Appraiser for Check-In will introduce you to the StuDIo Supervisor who will take you to your StuDIo, let you randomly select your choice cards, and watch your team work on its solution. The StuDIo Supervisor will not actually be scoring you in terms of points, but he/she will write down some friendly comments about how your team works together.

### The Structure Check-In Appraiser

(for *ConnecDid!*) The Structure Check-In Appraiser will examine your Structure, measure it and weigh it, and make sure it is in keeping with the guidelines in the Challenge. Before your team goes to the Prep Area for *ConnecDid!*, you MUST have your Structure checked.



### Support Officials

A **Destination ImagiNation® Support Official** is a person who is part of the Appraisal Team, but who does not specifically evaluate aspects of the team's performance. This would include the Number Cruncher, Doorkeeper, Timekeeper, and Announcer.

- ★ The **Number Cruncher** takes all the score sheets, sorts them out and puts them in order, tallies the scores, and sends the scores up to the Score room where they will be checked again.
- ★ The **Doorkeeper** is a person who makes sure that the door to your Performance Site stays shut while your team is performing if you have a site that requires a closed door.
- ★ The **Timekeeper** is the person who times your performance.
- ★ The **Announcer** is the person who will introduce your team and provide you with the Improv Element.

**NOTE: It is possible that some evaluating and officiating roles will be combined** at your Tournament, if there are not enough volunteers to fill all the jobs. For example, sometimes the Timekeeper and Announcer jobs are done by one person.

## Section 2: Site Procedures

Do you wonder what will happen when your team arrives at your *Instant Challenge* or *Team Challenge* Site? Who will meet you there, and what will happen? **Site Procedures** tell you exactly what will happen when you reach your Performance Site. On the following pages you will find Site Procedures for each *Team Challenge* and for *Instant Challenge*.

### Site Procedures for Challenge A: *viDlo Adventure*

#### ***When does a team report to the Prep Area and what happens there?***

All team members, the Team Manager(s), props, costumes, required paperwork and any other items used in their Presentation should report to the Prep Area at least 20 minutes before their scheduled performance time. At most Tournaments, the Prep Area is very near the Performance Site. Once there, the Prep Area Appraiser will greet the team and accept the team's paperwork.

**The team's paperwork includes one copy of the *Declaration of Independence*, one copy of the *Expense Report*, and five copies of the *Tournament Data Form*. In addition, the team should have any **Team Clarifications** they have received.** The Prep Area Appraiser will go through the Prep Area Checklist with the team. Using the Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure required foot coverings are on all team members. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) when and where the team's raw scores may be obtained after the Presentation. He/She will distribute the team's paperwork to the appropriate Appraisers.

At this time the team will tell the Prep Area Appraiser whether they would prefer to have an Improv Item or the Improv Alternate, **Create a Phrase**. If the team chooses the Improv Item, a member of the team will select a number. This number corresponds to an Improv Item concealed from the team. The team will receive the Item just before their performance begins. If the team elects to do the Improv Alternate, no action will be taken at this time.

The team will then move to the **Launch Site**, a 'holding area' immediately adjacent to the Performance Site, to wait for their performance time. After this is completed, the Team Manager and any non-performing team members will be directed to leave the Prep Area and be shown to designated seats. Non-performing team members may remain with the team until the end of their one-minute Improv Element think time if they wish.

#### ***When does the performance begin, and what about the Improv Element?***

When all is ready, the Prep Area Appraiser will direct the team's attention to the Timekeeper/Announcer. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer or other designated Official will administer the team's Improv Element.

**Improv Item Procedure:** If the team has chosen the Improv Item, the Timekeeper/Announcer will remove the team's numbered Improv Item from its container and hold it up for the team, Appraisers, and audience to see. The Timekeeper/Announcer or other designated Official will loudly announce what the item is, and hand it to the team. The Timekeeper will time exactly ONE minute from the time the item is handed to the team. At the end of the minute, the Timekeeper will say, "You may BEGIN." From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

**Improv Alternate Procedure:** If the team has chosen the Improv Alternate, **Create a Phrase**, one minute before their Presentation begins, the team will randomly select three letters of the alphabet from a container. The team must give the letters to the Timekeeper/Announcer without looking at them. The Timekeeper/Announcer will take the letters, loudly announce what the three letters are, and immediately return the letters to the container. The Timekeeper/Announcer will time exactly ONE minute from the time the letters are announced. The team will decide on a three-word Phrase, in which the first letter of each word is one of the three letters they have chosen. During this time, the team may write the Phrase they will use on their props or anything else in order to help them remember it. At the end of the minute, the Timekeeper/Announcer will ask the team, "What is your Phrase?" A team member will say, "Our Phrase is: \_\_\_\_ \_\_\_\_ \_\_\_\_." The Timekeeper/Announcer will repeat the Phrase back to the team to make sure he/she heard it correctly, then announce it loudly for the benefit of the Appraisers and audience. The Timekeeper will then say, "You may BEGIN," and the team's Presentation time will begin. From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

***When does the Presentation end, and what happens then?***

The Presentation will stop when the eight-minute time period ends, or at a signal from the team, whichever comes first. The team members should take center stage and take a bow to the applauding audience! After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An Official will tell the team when it is time to remove all items from the Performance Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring any clean-up materials necessary. The Performance Site must be left clean and dry for the next team.

***When does the team receive its Raw Score?***

Approximately 30 minutes after its performance, The Head Appraiser or Challenge Master will have the team's Raw Scores available. ONE Team Representative and ONE Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the Team Challenge Raw Scores and any Deductions. The Team Rep returns to the team to share the scores, and the team has 30 minutes to return to the Head Appraiser or Challenge Master if any questions or concerns arise. For a complete explanation of the Scoring and Appeals process, see the Rules of the Road.

## Site Procedures for Challenge B: *A Change in Direction*

### ***When does a team report to the Prep Area and what happens there?***

All team members, the Team Manager(s), props, costumes, required paperwork and any other items used in their Presentation should report to the Prep Area at least 20 minutes before their scheduled performance time. At most Tournaments, the Prep Area is very near the Performance Site. Once there, the Prep Area Appraiser will greet the team and accept the team's paperwork.

**The team's paperwork includes one copy of the *Declaration of Independence*, one copy of the *Expense Report*, and five copies of the *Tournament Data Form*. In addition, the team should have any **Team Clarifications** they have received.** The Prep Area Appraiser will go through the *Prep Area Checklist* with the team. Using the Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure required foot coverings are on all team members. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) when and where the team's raw scores may be obtained after the Presentation. He/She will distribute the team's paperwork to the appropriate Appraisers.

At this time the team will tell the Prep Area Appraiser whether they would prefer to have an Improv Item or the Improv Alternate, **Create a Phrase**. If the team chooses the Improv Item, a member of the team will select a number. This number corresponds to an Improv Item concealed from the team. The team will receive the Item just before their performance begins. If the team elects to do the Improv Alternate, no action will be taken at this time.

The team will then move to the **Launch Site**, a 'holding area' immediately adjacent to the Performance Site, to wait for their performance time. After this is completed, the Team Manager and any non-performing team members will be directed to leave the Prep Area and be shown to designated seats. Non-performing team members may remain with the team until the end of their one-minute Improv Element think time if they wish.

### ***When does the performance begin, and what about the Improv Element?***

When all is ready, the Prep Area Appraiser will direct the team's attention to the Timekeeper/Announcer. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer or other designated Official will administer the team's Improv Element.

**Improv Item Procedure:** If the team has chosen the Improv Item, the Timekeeper/Announcer will remove the team's numbered Improv Item from its container and hold it up for the team, Appraisers, and audience to see. The Timekeeper/Announcer or other designated Official will loudly announce what the item is, and hand it to the team. The Timekeeper will time exactly ONE minute from the time the item is handed to the team. At the end of the minute, the Timekeeper will say, "You may BEGIN." From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

**Improv Alternate Procedure:** If the team has chosen the Improv Alternate, **Create a Phrase**, one minute before their Presentation begins, the team will randomly select three letters of the alphabet from a container. The team must give the letters to the Timekeeper/Announcer without looking at them. The Timekeeper/Announcer will take the letters, loudly announce what the three letters are, and immediately return the letters to the container. The Timekeeper/Announcer will time exactly ONE minute from the time the letters are announced. The team will decide on a three-word Phrase, in which

the first letter of each word is one of the three letters they have chosen. During this time, the team may write the Phrase they will use on their props or anything else in order to help them remember it. At the end of the minute, the Timekeeper/Announcer will ask the team, "What is your Phrase?" A team member will say, "Our Phrase is: \_\_\_\_ \_\_\_\_ \_\_\_\_." The Timekeeper/Announcer will repeat the Phrase back to the team to make sure he/she heard it correctly, then announce it loudly for the benefit of the Appraisers and audience. The Timekeeper will then say, "You may BEGIN," and the team's Presentation time will begin. From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

### ***When does the Presentation end, and what happens then?***

The Presentation will stop when the **eight-minute** time period ends, or at a signal from the team, whichever comes first. The team members should take center stage and take a bow to the applauding audience! After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An Official will tell the team when it is time to remove all items from the Performance Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring any clean-up materials necessary. The Performance Site must be left clean and dry for the next team.

### ***When does the team receive its Raw Score?***

Approximately 30 minutes after its performance, The Head Appraiser or Challenge Master will have the team's Raw Scores available. ONE Team Representative and ONE Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the *Team Challenge* Raw Scores and any Deductions. The Team Rep returns to the team to share the scores, and the team has 30 minutes to return to the Head Appraiser or Challenge Master if any questions or concerns arise. For a complete explanation of the Scoring and Appeals process, see the *Rules of the Road*.



## Site Procedures for Challenge C: *Once Improv a Time*

### ***When does a team report to the Prep Area and what happens there?***

All team members, the Team Manager(s), with the Prop Items, Tool Box, required paperwork, and Team Identification Sign should report to the Prep Area Appraiser for check-in 15 minutes before their scheduled StuDIo time. At most Tournaments, the Prep Area is very near the Performance Site. Once there, the Prep Area Appraiser will greet the team and accept the team's paperwork.

The team's paperwork includes: one (1) copy of the Declaration of Independence, five (5) copies of the Literary Elements Chart and five (5) copies of the Tournament Data Form. In addition, the team should have any Team Clarifications they have received. The Prep Area Appraiser will go through the Prep Area Checklist with the team. Using the Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present. The Prep Area Appraiser will answer the team's questions before introducing the team to the StuDIo Supervisor.

### ***Creating in the StuDIo***

The StuDIo Supervisor will escort the Team, and ONE Team Manager, (must be at least 18 years old), along with the Team Provided Items to the StuDIo. Once inside, the door will be closed.

The StuDIo Supervisor will indicate where the Team Manager will sit for the duration of the team's creation time. The Team Manager may not discuss or participate in the solution process in any way.

The StuDIo Supervisor will conduct the five-part (four rolls of the die and one draw) selection process in determining the Classic Tale, Character, Event, and Surprise Setting that will be used in the team's presentation. The same team member or different team members may roll the die and/or make the Surprise Setting selection

**Classic Tale Character:** One team member will roll the die. The number on the die that corresponds with the Classic Tale (1-6) listed on the Literary Elements Chart will decide the Classic Tale from which the Character is chosen in #2 below.

**Character:** The team will roll the die again to determine which of the two Characters listed, (a) or (b) will be used for their Presentation. If the die lands on an odd number (1,3,5), the team will use selection (a). If the team rolls an even number (2,4,6), the team will use (b).

**Classic Tale Event:** The third roll determines the Classic Tale for the Event selection. The number on the die that corresponds with the Classic Tale (1-6) listed on the Literary Elements Chart determines which Classic Tale will be used for the Event. NOTE: The Event and Character may not be from the same Classic Tale, so it is possible that another roll of the die might be necessary.

**Event:** The fourth roll of the die determines which Event listed will be used, (a) or (b). If the die lands on an odd number highlight section (a). If the team rolls an even number, the Event listed in (b) will be used.

**Surprise Setting:** The team will randomly draw a Surprise Setting from a container to integrate into their story.

The StuDIo Supervisor will inform the team that while they are working, s/he will be observing their creative process and will be writing an evaluation of their teamwork. S/He will instruct the team that when the 30 minutes ends, they must stop working immediately and there will be no further discussion about the skit. The StuDIo Appraiser will let the team know when there are five (5) minutes remaining in their StuDIo time.

The StuDIo Supervisor will remind the team that they must fill in PART TWO #1 (Lesson Learned) on one (1) Tournament Data Form. This must be completed before the end of the 30 minutes, and must be filled in by a member of the team. The StuDIo Supervisor will also remind the team of this at the “Five-Minute Warning.”

The StuDIo Supervisor will ask the team if they have any questions. When all questions are answered, the StuDIo Supervisor will set the timer for 30 minutes, and will then announce the three Improvisational Elements randomly selected by the team. The StuDIo Supervisor will then tell the team to begin their 30 minutes.

At the end of the 30 minutes, the StuDIo Supervisor will call “Time” and the team must stop work immediately. The team will quickly clean up the StuDIo and the StuDIo Supervisor will escort the team to meet the Performance Site Prep Area Appraiser.

The Performance Site Prep Area Appraiser inspects props for safety, makes sure required foot coverings are on all team members and explains to the team and the Team Manager(s) when and where the team’s raw scores may be obtained after the Presentation. After this is completed, the Team Manager will be directed to leave the performance site Prep Area and be shown to their designated seating. If there are any non-performing team members, they may remain with the team during the selection of the three letters of the alphabet, and help create the Phrase. After the one-minute “create a Phrase time,” non-performing team members will be seated with the Team Manager(s).

### ***When does the performance begin, and what about the Team-Created Phrase?***

The Timekeeper/Announcer will come and get the team from the Performance Site Prep Area Appraiser. The team will then move to the Launch Site, a ‘holding area’ immediately adjacent to the Performance Site, to wait for their performance time. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will administer the selection process for the team-created Phrase.

**Create a Phrase Procedure:** One minute before their Presentation begins, the team will randomly select three letters of the alphabet from a container. The team must give the letters to the Timekeeper/Announcer without looking at them. The Timekeeper/Announcer will take the letters, loudly announce what the three letters are, and immediately return the letters to the container. The Timekeeper/Announcer will time exactly ONE minute from the time the letters are announced. The team will decide on a three-word Phrase, in which the first letter of each word is one of the three letters they have chosen. During this time, the team may write the Phrase they will use on their props or anything else in order to help them remember it. At the end of the minute, the Timekeeper/Announcer will ask the team, “What is your Phrase?” A team member will say, “Our Phrase is: \_\_\_\_ \_\_\_\_ \_\_\_\_.” The Timekeeper/Announcer will repeat the Phrase to make sure he/she heard it correctly, then announce it loudly for the benefit of the Appraisers and audience. The Timekeeper will dismiss any non-performing team members. The Timekeeper/Announcer will then say, “You may BEGIN,” and the team’s Presentation time will begin. From that point, the team will have six minutes to perform their improvisational skit.

### ***When does the Presentation end, and what happens then?***

The Presentation will stop when the six-minute time period ends, or at a signal from the team, whichever comes first. Any non-performing team members should join the group at this time. The team members should take center stage and take a bow to the applauding audience! After this

celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An Official will tell the team when it is time to remove all items from the Performance Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring any clean-up materials necessary. The Performance Site must be left clean for the next team.

***When does the team receive its Raw Scores?***

Approximately 30 minutes after its performance, The Head Appraiser or Challenge Master will have the team's Raw Scores available. **ONE** Team Representative and **ONE** Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the *Team Challenge* Raw Scores and any Deductions. The Team Rep returns to the team to share the scores, and the team has 30 minutes to return to the Head Appraiser or Challenge Master if any questions or concerns arise. For a complete explanation of the Scoring and Appeals process, see the *Rules of the Road*.

## Site Procedures for Challenge D: *ConnecDId!*

### ***When does a team report to the Prep Area and what happens there?***

All team members, the Team Manager(s), props, costumes, the sealed structure container, required paperwork and any other items used in their Presentation should report to the Prep Area at least 20 minutes before their scheduled performance time. At most Tournaments, the Prep Area is very near the Performance Site. Once there, the Prep Area Appraiser will greet the team and accept the team's paperwork.

**The team's paperwork includes one copy of the *Declaration of Independence*, one copy of the *Expense Report*, and five copies of the *Tournament Data Form*. In addition, the team should have any Team Clarifications they have received.** The Prep Area Appraiser will go through the *Prep Area Checklist* with the team. Using the Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure required foot coverings are on all team members. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) when and where the team's raw scores may be obtained after the Presentation. He/She will distribute the team's paperwork to the appropriate Appraisers. The Structure Check-In form will be removed from the Structure container by the Prep Area Appraiser and the team may remove their structure from its container at this time.

At this time the team will tell the Prep Area Appraiser whether they would prefer to have an Improv Item or the Improv Alternate, **Create a Phrase**. If the team chooses the Improv Item, a member of the team will select a number. This number corresponds to an Improv Item concealed from the team. The team will receive the Item just before their performance begins. If the team elects to do the Improv Alternate, no action will be taken at this time.

The team will then move to the **Launch Site**, a 'holding area' immediately adjacent to the Performance Site, to wait for their performance time. After this is completed, the Team Manager and any non-performing team members will be directed to leave the Prep Area and be shown to designated seats. Non-performing team members may remain with the team until the end of their one-minute Improv Element think time if they wish.

### ***When does the performance begin, and what about the Improv Element?***

When all is ready, the Prep Area Appraiser will direct the team's attention to the Timekeeper/Announcer. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer or other designated Official will administer the team's Improv Element.

**Improv Item Procedure:** If the team has chosen the Improv Item, the Timekeeper/Announcer will remove the team's numbered Improv Item from its container and hold it up for the team, Appraisers, and audience to see. The Timekeeper/Announcer or other designated Official will loudly announce what the item is, and hand it to the team. The Timekeeper will time exactly ONE minute from the time the item is handed to the team. At the end of the minute, the Timekeeper will say, "You may BEGIN." From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

**Improv Alternate Procedure:** If the team has chosen the Improv Alternate, **Create a Phrase**, one minute before their Presentation begins, the team will randomly select three letters of the alphabet from a container. The team must give the letters to the Timekeeper/Announcer without looking at them. The

Timekeeper/Announcer will take the letters, loudly announce what the three letters are, and immediately return the letters to the container. The Timekeeper/Announcer will time exactly ONE minute from the time the letters are announced. The team will decide on a three-word Phrase, in which the first letter of each word is one of the three letters they have chosen. During this time, the team may write the Phrase they will use on their props or anything else in order to help them remember it. At the end of the minute, the Timekeeper/Announcer will ask the team, "What is your Phrase?" A team member will say, "Our Phrase is: \_\_\_\_ \_\_\_\_ \_\_\_\_." The Timekeeper/Announcer will repeat the Phrase back to the team to make sure he/she heard it correctly, then announce it loudly for the benefit of the Appraisers and audience. The Timekeeper will then say, "You may BEGIN," and the team's Presentation time will begin. From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

### ***How will the Structures be tested?***

The Structure will be placed over the center pole located on the Tester base and centered at the discretion of the team. All four Safety Shields must be in place on the sides before the addition of the first weight. The first weight counted will be that of the Pressure Board. After the Pressure Board, teams may add the metal weights one at a time. The Structure must hold the weight for four seconds before the next weight may be added. In all Levels, teams will be allowed a maximum of 500 lbs. in weights for this Challenge.

### ***When does the Presentation end, and what happens then?***

If the Structures break before the eight minutes has expired, the team may continue with their performance or call "Time," letting the Appraisers know they are finished. The Presentation will stop when the **eight-minute** time period ends, or at a signal from the team, whichever comes first. The team members should take center stage and take a bow to the applauding audience! After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An Official will tell the team when it is time to remove all items from the Performance Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring any clean-up materials necessary. The Performance Site must be left clean and dry for the next team.

### ***When does the team receive its Raw Score?***

Approximately 30 minutes after its performance, The Head Appraiser or Challenge Master will have the team's Raw Scores available. ONE Team Representative and ONE Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the *Team Challenge* Raw Scores and any Deductions. The Team Rep returns to the team to share the scores, and the team has 30 minutes to return to the Head Appraiser or Challenge Master if any questions or concerns arise. For a complete explanation of the Scoring and Appeals process, see the *Rules of the Road*.

## Site Procedures for Challenge E: *THEATER smARTS*

### ***When does a team report to the Prep Area and what happens there?***

All team members, the Team Manager(s), props, costumes, required paperwork and any other items used in their Presentation should report to the Prep Area at least 20 minutes before their scheduled performance time. At most Tournaments, the Prep Area is very near the Performance Site. Once there, the Prep Area Appraiser will greet the team and accept the team's paperwork.

**The team's paperwork includes one copy of the *Declaration of Independence*, one copy of the *Expense Report*, and five copies of the *Tournament Data Form* (two page document). In addition, the team should have any Team Clarifications they have received.** The Prep Area Appraiser will go through the *Prep Area Checklist* with the team. Using the Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure required foot coverings are on all team members. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) when and where the team's raw scores may be obtained after the Presentation. He/She will distribute the team's paperwork to the appropriate Appraisers.

At this time the team will tell the Prep Area Appraiser whether they would prefer to have an Improv Item or the Improv Alternate, **Create a Phrase**. If the team chooses the Improv Item, a member of the team will select a number. This number corresponds to an Improv Item concealed from the team. The team will receive the Item just before their performance begins. If the team elects to do the Improv Alternate, no action will be taken at this time.

The team will then move to the **Launch Site**, a 'holding area' immediately adjacent to the Performance Site, to wait for their performance time. After this is completed, the Team Manager and any non-performing team members will be directed to leave the Prep Area and be shown to designated seats. Non-performing team members may remain with the team until the end of their one-minute Improv Element think time if they wish.

### ***When does the performance begin, and what about the Improv Element?***

When all is ready, the Prep Area Appraiser will direct the team's attention to the Timekeeper/Announcer. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer or other designated Official will administer the team's Improv Element.

**Improv Item Procedure:** If the team has chosen the Improv Item, the Timekeeper/Announcer will remove the team's numbered Improv Item from its container and hold it up for the team, Appraisers, and audience to see. The Timekeeper/Announcer or other designated Official will loudly announce what the item is, and hand it to the team. The Timekeeper will time exactly ONE minute from the time the item is handed to the team. At the end of the minute, the Timekeeper will say, "You may BEGIN." From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

**Improv Alternate Procedure:** If the team has chosen the Improv Alternate, **Create a Phrase**, one minute before their Presentation begins, the team will randomly select three letters of the alphabet from a container. The team must give the letters to the Timekeeper/Announcer without looking at them. The Timekeeper/Announcer will take the letters, loudly announce what the three letters are, and immediately return the letters to the container. The Timekeeper/Announcer will time exactly ONE

minute from the time the letters are announced. The team will decide on a three-word Phrase, in which the first letter of each word is one of the three letters they have chosen. During this time, the team may write the Phrase they will use on their props or anything else in order to help them remember it. At the end of the minute, the Timekeeper/Announcer will ask the team, "What is your Phrase?" A team member will say, "Our Phrase is: \_\_\_\_\_." The Timekeeper/Announcer will repeat the Phrase back to the team to make sure he/she heard it correctly, then announce it loudly for the benefit of the Appraisers and audience. The Timekeeper will then say, "You may BEGIN," and the team's Presentation time will begin. From that point, the team will have **eight minutes** to complete site set-up and the Presentation.

### ***When does the Presentation end, and what happens then?***

The Presentation will stop when the **eight-minute** time period ends, or at a signal from the team, whichever comes first. The team members should take center stage and take a bow to the applauding audience! After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An Official will tell the team when it is time to remove all items from the Performance Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring any clean-up materials necessary. The Performance Site must be left clean and dry for the next team.

### ***When does the team receive its Raw Score?***

Approximately 30 minutes after its performance, The Head Appraiser or Challenge Master will have the team's Raw Scores available. ONE Team Representative and ONE Team Manager may approach the Head Appraiser and ask for the scores. The Head Appraiser will review the *Team Challenge* Raw Scores and any Deductions. The Team Rep returns to the team to share the scores, and the team has 30 minutes to return to the Head Appraiser or Challenge Master if any questions or concerns arise. For a complete explanation of the Scoring and Appeals process, see the *Rules of the Road*.



## Site Procedures for Primary Level Challenge: *Lost and Found*

### ***When does a team report to the Prep Area and what happens there?***

All team members, the Team Manager(s), props, costumes, required paperwork and any other items used in their Presentation should report to the Prep Area at least 20 minutes before their scheduled performance time. At most Tournaments, the Prep Area is very near the Performance Site. Once there, the Prep Area Appraiser will greet the team and accept the team's paperwork.

**The team's paperwork includes one copy of the Declaration of Independence, one copy of the Expense Report, and five copies of the Tournament Data Form. In addition, the team should have any Team Clarifications they have received.** The Prep Area Appraiser will go through the Prep Area Checklist with the team. Using the Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure required foot coverings are on all team members. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) when and where the team's Feedback Form may be obtained after the Presentation. He/She will distribute the team's paperwork to the appropriate Appraisers.

The team will then move to the **Launch Site**, a 'holding area' immediately adjacent to the Performance Site, to wait for their performance time. After this is completed, the Team Manager and any non-performing team members will be directed to leave the Prep Area and be shown to designated seats.

### ***When does the performance begin?***

When all is ready, the Prep Area Appraiser will direct the team's attention to the Timekeeper/Announcer. The Timekeeper/Announcer will introduce the team to the audience and ask both the team and the Appraisers if they are ready. When all are ready, the Timekeeper/Announcer will say, "Begin."

### ***When does the Presentation end, and what happens then?***

The Presentation will stop when the **eight-minute** time period ends, or at a signal from the team, whichever comes first. The team members should take center stage and take a bow to the applauding audience! After this celebration, the Appraisers will discuss the team's solution with all team members, ask questions, and possibly ask for demonstrations.

An Official will tell the team when it is time to remove all items from the Performance Site. Anyone may help the team remove its items quickly and help the team clean up the site. It is the team's responsibility to bring any clean-up materials necessary. The Performance Site must be left clean and dry for the next team.

### ***When does the team receive the Feedback Form(s)?***

Approximately 30 minutes after its performance, if not before, the Head Appraiser or Challenge Master will have the team's Feedback Form available. ONE Team Representative and ONE Team Manager may approach the Head Appraiser and ask for the form(s) (There will be one form for each Appraiser). The Head Appraiser will review the Feedback form(s) with the Team Manager and the Team Rep.

## Site Procedures for *Instant Challenge*

Your team will report to a designated Holding Area 15 minutes prior to your scheduled *Instant Challenge*. Check in with the Official in the Holding Area and give him/her one copy of your completed *Declaration of Independence* form.

Your team will be escorted by a Tournament Official to the *Instant Challenge* room. One Team Manager over the age of 18 may accompany the team to the *Instant Challenge* room, but that Team Manager may not advise, signal or communicate with your team during the *Instant Challenge* competition. The decision of whether your Team Manager will accompany your team to the *Instant Challenge* room is made by the members of your team.

As you enter your *Instant Challenge* competition room, you will be asked to repeat this solemn promise:

**“We promise not to talk about ANYTHING that we see, hear, do or say in this room UNTIL AFTER GLOBAL FINALS. If we are heard or are found to have shared this Challenge with anyone, we will be disqualified from the Tournament. However, we can talk about it privately among ourselves!”**

The Team Manager and any team member who chooses not to participate will be seated out of the way where they may observe the team working on its solution. The Team Manager may not videotape the team. The Team Manager must turn off all electronic devices he/she may have, such as cell phones, beepers, pagers, timing devices, etc. Failure to do this may result in a deduction for Interference. Neither the Team Manager nor any non-participating team member may speak or motion in any way to your team or it will be considered Interference, and a deduction will be assessed.

An Appraiser will read:

"WELCOME to the *Instant Challenge* portion of our Tournament! Anything is possible here, and you will have the opportunity to demonstrate your creative, “thinking on your feet” skills. For every team who is competing in your *Team Challenge* at your competition level, we will be presenting this *Instant Challenge* today."

Each team in your *Team Challenge* and competition level will be given the same *Instant Challenge* by the same Appraisers. It is very important that your team not reveal the Challenge or any part of your *Instant Challenge* solution after this portion of the competition. It would not be fair to your team if other teams know anything about the Challenge before they are given that same Challenge. For this reason **you may not talk about any part of your *Instant Challenge* to anyone except your team and Team Manager(s) (regardless of whether they were present in the *Instant Challenge* room) until after Global Finals.** If you DO need to discuss the *Instant Challenge* with your teammates and Team Manager, you must do it in a private place away from everyone else, including your own parents and supporters. **If you are overheard or caught sharing any part of your *Instant Challenge* with anyone, your team will be disqualified.**

If the Challenge is Task-Based, unless otherwise stated, taped or marked areas may not be altered in any way. If the Appraisers feel that the team is working under an obvious misconception, they will attempt to clarify the Challenge without aiding in the solution. Timing devices that beep or make a

sound signifying an elapse of time may not be brought into the *Instant Challenge* room, since they may confuse the Appraisers.

Evaluation of the *Instant Challenge* is subjective and may not be challenged. If concerns arise that are procedural in nature, the Team Manager may address them with the *Instant Challenge* Master or the Tournament Director.

When your team has finished its *Instant Challenge*, you will be escorted back to the Holding Area. Scores for the *Instant Challenge* will not be revealed until after the Award Ceremony.

## Section 3: How Many Points Will Appraisers Give Us?

### Subjective and Objective Scores

In Destination ImagiNation<sup>®</sup>, there are two kinds of scores, **Subjective and Objective**.

- ★ **Objective Scores** have to do with whether or not your solution accomplishes certain tasks or includes certain elements. Some examples of this would include getting points for the number of balls that makes it through a course, or whether a light goes on like it is supposed to, or whether the team's skit includes a required song. In this type of scoring, points are given to your team if you include what is required or do what is required: If you have it or do it, you get the points. If you don't have it or don't do it, you don't get the points.
- ★ **Subjective Scores** are based on the **opinion** of the Appraiser. Examples of this type of score would be when the Appraiser has to decide how many points to give for "innovation," or how many points to give for the creativity of a song, or for how well your team works together.

### More About Subjective Scoring:

Think of a time when you thought you deserved an 'A' on a story or essay you wrote, but your teacher only gave it a 'B'. Or think of a song that you really like and your friend doesn't. Or a new food you tried that your parents think is great but you think is terrible. It doesn't mean that the story or essay or song or food was "good" or "bad." **It just means that you have different opinions about it.** Sometimes you appreciate or like things that another person doesn't.

**This is how it works when Appraisers subjectively score your solutions.** Some Appraisers will give you lots of points for some things, and other Appraisers won't. Some Appraisers will be very interested in some part of your solution, and other Appraisers will be more interested in some other part. It doesn't mean that those parts of your solution were "good" or "bad"; it just means that each Appraiser's likes, dislikes, and opinions help him/her decide how many points to award you.

That's why **your team cannot appeal a subjective score.** You might like a certain song, but that won't make your friend like it, and just because your parents like a certain food, it won't make you like that food. So that means, for example, that if you think the Appraisers didn't give your team enough points for the creativity of something, you will just have to show good sportsmanship and accept the score. It helps to remember that the Appraisers will score all teams in your level and Challenge in the same way.

Since a lot of the scores in your Challenge are subjective, your team has probably been wondering how the Appraisers will know how many points to award your team in each scoring area. Some Appraisers find it very easy to decide how many points to give you, and some Appraisers find it very difficult.

We have provided the Appraisers with some ideas of things they might look for when evaluating subjective items. However, **not all Appraisers will use our ideas. Many Appraisers have their own ideas of how to determine how many points to award you.** Here is an example: Imagine that there are two Appraisers who will be evaluating a technical 'gadget' that your team has created for a *Side Trip*. Imagine that one Appraiser is a very creative person who likes to build all sorts of technical things. Imagine that the other Appraiser knows nothing at all about technical things.

The Appraiser with technical experience may look at your gadget and see that it is a very creative and amazing thing, and he/she knows exactly how many points to award you. That Appraiser might not use our suggestions, because he/she is very comfortable knowing how many points to give.

But the other Appraiser might look at your gadget and have no idea how many points it is worth. That Appraiser might be very happy that we gave him/her some suggestions for evaluating it.

**Below are some lists of things we suggested Appraisers might look for in certain subjective scoring areas. Remember that NOT ALL APPRAISERS WILL BE LOOKING FOR THE THINGS WE HAVE SUGGESTED.**

## Evaluating Teamwork

Teamwork is very important in Destination ImagiNation®. In many Challenges, Appraisers watch your team and evaluate how well you work together. In *Instant Challenge*, your team actually receives a score for it. We thought you might wonder what some Appraisers might consider to be good teamwork.

When observing **Teamwork**, the following elements become evident:

1. Cooperative Spirit:
  - Positive attitudes and reinforcement of all team members
  - Absence of negativism.
2. Team-Identified Roles:
  - Tasks may be divided equally among the team
  - A leader's role is identified immediately or at some point in time.
  - Roles may have been pre-assigned prior to arrival at Challenge site.
3. Acceptance of Ideas of Others
  - Sharing of ideas
  - Acceptance of ideas of others
4. Diversity of Ideas
  - Numerous ideas
  - Ideas discarded and implemented
5. Ability to work through disagreements in a constructive rather than destructive manner.
6. Ability to work on a solution together utilizing the combined skills of all team members.
7. Ability to come to consensus for the purpose of solving a problem.

## Evaluating Creativity of a Solution or Presentation

Sometimes Appraisers must evaluate how creative a team's solution or presentation is. If the solution seems creative, the Appraiser will have to decide **how** creative it is. Here are some of the things that an Appraiser might look for:

1. The Appraiser might look to see if the team's solution is complete and whether or not the team has gone beyond what is required.
2. The Appraiser might look for ideas in the presentation that are original and innovative.
3. The Appraiser might look to see if all the parts of the solution work together to make a complete presentation.
4. The Appraiser might make note of any creative ideas that make him/her say "WOW!"

All of these things help an Appraiser evaluate how creative your solution or presentation is.

## Evaluating the Creative Use of Materials

Sometimes Appraisers must look at how the team uses materials in its solution. Here are some things that some Appraisers might look for:

1. Are the materials used in common ways, or does the team use materials in unusual ways?
2. Are materials combined to make new things?
3. Does the team integrate the materials into the performance? Is it done in a creative way?

## Section 4: Improv Elements

### Procedure for the Improv Item

The Improv Item is a part of all *Team Challenges* except *Once Improv a Time*. This section tells you all about how this part of your *Team Challenge* works.

- In the Prep Area, your team will be asked if they would like an Improv Item or the Improv Alternate, Create a Phrase.**
- The Prep Area Appraiser will complete the Prep Area Checklist and answer your team's questions. If your team chooses the Improv Item, the Prep Area Appraiser will ask your team to choose a number. The numbers may be on a chart or grid, or you may be asked to choose a numbered card.
- Each number will match a numbered bag or container in a nearby storage area. The bags contain the Improv Items. When your team picks a number, the item in the bag with that number will be the item given to the team as its Improv Item.
- When the team has chosen its number, the Prep Area Appraiser will:**
  - Write the number of the item on the Prep Area Checklist.** The Prep Area Appraiser will have a master list of the items and will look up the item listed for that number.
  - Distribute the team's paperwork:** The Prep Area Appraiser will give the *Tournament Data Forms* to the Appraisers and pass the remaining forms on to the Number Cruncher and Announcer.
- The Prep Area Appraiser will move the team to the Launch Site, the designated area where the team waits just before its performance. The bag with the corresponding number will be given to the Announcer, Timekeeper, or the Support Official designated to present the team with its Improv Item.
- The Announcer will introduce the team to the audience, and the Timekeeper (if a different Official) will ask if the Appraisal Team is ready. Once the Appraisers respond that they are ready, the Timekeeper will ask the team if they are ready.
- If the team is ready, the following activities must take place in quick succession. The Timekeeper, Announcer, or other designated official will:
  - Take the item from the bag,
  - Quickly hold it up for visual identification by the Appraisal Team
  - Loudly announce what the item is,
  - Give the item to the team.
- At the moment the team receives the item, the Timekeeper will begin timing exactly one minute. The team members will quickly decide how to integrate the item into the performance. At the end of the minute, the Timekeeper will loudly announce "YOU MAY BEGIN." At that moment the team's performance time has begun, and members should quickly move all props out of the staging area into the presentation area and begin their performance.
- At the end of the performance, the Improv Item will be returned to the Head Appraiser for secure storage.

## Procedure for Create a Phrase

*This Procedure has been developed for use with all 2002-03 Team Challenges except the Primary Level Challenge, Lost and Found.*

### Selecting the Letters

1. One minute before their Presentation begins, the team will randomly select three letters of the alphabet from a container. The team must give the letters to the Timekeeper/Announcer without looking at them. The Timekeeper/Announcer will take the letters, loudly announce what the three letters are, and immediately return the letters to the container.
2. The Timekeeper/Announcer will begin timing the team for one minute.

### Creating the Phrase

1. The team will create a three-word Phrase in which the first letter of each word is one of the three letters they have chosen. For example, if the letters chosen were S, T, L, the team might create the Phrase "Leave The School." The team must use all three letters, but team members do not have to use the letters in the order they were selected.
2. During the minute, the team may write the Phrase they will use on their props or anything else in order to help them remember it.
3. The Words the team selects:
  - a. All words contained in the Phrase must be real (not nonsense) words in whatever language is the primary language used at the Tournament. If the Appraisers feel that the Phrase contains or is made up of words that are not real words in that language, the Phrase will be considered illegal and the team will not be awarded points for the use of the Phrase.
  - b. The first letter of each word the team chooses must feature one of the three selected letters using the commonly accepted spelling of the word, regardless of which phonetic sound is heard first. For example, if the team chooses the letter 'N,' they must choose a word that is spelled with 'N' as the first letter. They may NOT use the word 'knuckle' as one of their words, even though it sounds like the word starts with the letter 'N.' If the team uses a word in this way, the Phrase will be considered illegal and the team will not be awarded points for the use of the Phrase.
  - c. If it is clear that the team is operating under a misconception and selects a word that does not start with one of the letters the team chose, the Timekeeper/Announcer will tell the team and they must quickly change the word and/or the phrase so that all three words are legal.
  - d. Teams MAY choose a word that has more than one spelling and meaning, such as 'flour' and 'flower,' as long as the word used starts with the correct letter and sounds exactly the same.
4. The Phrase the team Creates:
  - a. Once the team creates the Phrase, they may not change the Phrase or the order of the words. If a team changes the Phrase in any way during the Presentation, the team will not be awarded points for those individual uses of the Phrase.
  - b. The team may not change the Phrase by adding endings to or changing the tense of the individual words. For example, if the team chooses the word 'swim,' they may not use other tenses such as 'swimming' or 'swam.' If the team chooses the word 'cake,' they may not make it plural and use 'cakes.'

- c. Destination ImagiNation® encourages teams to create unusual and novel Phrases, but the content of the Phrases must be appropriate for all audiences. Teams should review page 27 of the *Rules of the Road*, “Conduct and Concerns at Tournaments,” numbers 2 & 3.
5. As long as teams stick to the above guidelines, Appraisers should allow teams wide latitude in the range of possibilities from teams.

### **Presenting the Phrase**

At the end of the one minute, the Timekeeper/Announcer will ask the team, “What is your Phrase?” A team member will say, “Our Phrase is: \_\_\_\_\_.”

1. The Timekeeper/Announcer will repeat the Phrase to make sure he/she heard it correctly. The team will let the Timekeeper/Announcer know if the Phrase is correct. Appraisers should write down the Phrase at this time.
2. The Timekeeper/Announcer will then say, “You may BEGIN,” and the team’s Presentation time will begin.

### **Appraising the Use of the Phrase**

1. Teams should improvise and use the Phrase in a meaningful way during the course of the Presentation. Points will be awarded based on how well the Phrase was integrated meaningfully into the team’s performance, not necessarily on how many times the Phrase was used.
2. Levels of meaningful integration you may wish to use:
  - a. Low level of Integration: The team used the Phrase, but the usage was not very creative and was not integrated into the team’s performance.
  - b. Moderate Level of Integration: The team integrated the Phrase into the Presentation somewhat, with moderate creativity.
  - c. High Level of Integration: The team used the Phrase in highly creative ways and integrated it into the Presentation very well.
  - d. Exceptional Level of Integration: The team used the Phrase in novel and highly creative ways and integrated it into the Presentation exceptionally well. It was clear that the team truly improvised with the Phrase by “thinking on their feet.”
3. For *Once Improv a Time* teams, there is an additional evaluation category. Besides receiving points for using the Phrase in a meaningful way, teams will also receive points for the Creativity of the Phrase itself. See *Once Improv a Time*, E.5.a., b.

## Section 5: Scoring: About your *Team Challenge* Raw Scores

### How does the scoring process work?

#### What do the raw scores tell us?

#### How does the scoring process work?

1. **Your team performs and is evaluated by Appraisers.**

Your team will perform your solution for the Appraisal Team. During and immediately after the performance, the Appraisers will score each required element. After your performance, members of the Appraisal Team will spend a few minutes with you and your team members to learn as much as they can about your solution. The Appraisers then fill out their score sheets and get ready for the next team.

2. **The Scores are compiled.**

All of the score sheets are then given to the Number Cruncher at your Performance Site. The Number Cruncher compiles them (adds them up). At some Tournaments, the scoresheets are sent directly to the Score Room, and are compiled there.

There are two sets of scores that are added up: The *Central Challenge* and the *Side Trips*.

These compiled scores – called **raw scores** – are recorded onto a Master Score Sheet. One copy of this form goes to the Score Room, and one copy goes to your team. The scores are called “raw” scores because later, after all teams in that Level have competed, the teams with the highest raw score in each of the two scoring areas (*Central Challenge* and *Side Trips*) are awarded the maximum number of points, and all other teams’ scores are adjusted (scaled) to receive a corresponding percentage of that number.

A more complete explanation of how this is done can be found in the **Scoring** section of *Rules of the Road*.

#### What do the raw scores tell us?

Your team’s copy of the Master Score Sheet will let you see how many points it was awarded by the Appraisers in each scored area of the *Team Challenge*, including the *Side Trips*, and lists any deductions your team may have received. It is important for your team to receive the raw scores because you need to check them over and make sure the Appraisers didn’t miss an objective score or give you a deduction that you didn’t deserve. That is the main reason teams are given their scores for this section of the competition.

You won’t know how you did compared to other teams until the Awards are given out, but you can use this information to make sure that you were scored in every area that you should have been. And don’t let a ‘low’ raw score disappoint you – it is very possible that what you think is a low score is actually the highest score so far all day. It just depends on the way the Appraisers award points.

**Remember:** You might not like the score you were given for a subjective item, but you can’t appeal it. However, if the Appraisers made a mistake on something that was **objective** (for example, if they didn’t see something that happened), you can work with the Head Appraiser to get this fixed.

One more thing: Your team will not be given *Instant Challenge* scores. You will just have to stay in suspense until the end of the day to see how you did!

For a complete description of how you pick up your raw scores and how to appeal a score that you don't think is fair, please see pages 27-30 in the *Rules of the Road*.



# Our Calendar: What Still Needs to be Done?

Use this calendar to help you plan the weeks before the Tournament!

Put the following dates on the calendar, and give to your team (AND PARENTS): Tournament Date(s), Holidays, School Vacations, Major School Events, academic Testing Dates (SAT, ACT, etc.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 January	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 February
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1 March
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1 April	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## Information for your Parents and Fans

**To Our Supporters:** We have prepared this Information Sheet so that you can find us at our Tournament.

Our team's *Team Challenge* is called: \_\_\_\_\_

Our **Level** is: \_\_\_\_\_

Our *Team Challenge Performance time* is: \_\_\_\_\_

The **Location** of our Performance is: \_\_\_\_\_

Our *Instant Challenge Performance time* is: \_\_\_\_\_

Please understand that **only our Team Manager(s)** can take us to *Instant Challenge*. When we are finished at approximately \_\_\_\_\_, we will meet you at:

\_\_\_\_\_ .

### **PLEASE REMEMBER:**

Anyone may help us bring our props into the building and take them to the Prep Area. Once we are in the Prep Area, only the team can handle the props.

**NO ONE MAY HELP US PREPARE FOR OUR PERFORMANCE.** You may not fix our hair, put on our makeup, repair our props, or do **anything** that might be considered Interference. We can do it ourselves!!! We really can!!!

After we perform, anyone may help us remove our props from the Performance Site. We would appreciate your help then.

### **TEAM MANAGER'S NOTES TO PARENTS and SUPPORTERS:**

## Tournament Tips from Teams!

From: Coach Bobby

Top 3 Survival Tips

- 1) Don't Forget the Duck Tape!!!!!!!!!!!!!! ( it'll come in handy a lot throughout the day)
  - 2) Lots of Food and drink for the day. (My team members are vultures.)
  - 3) Just give it all you got as a team and HAVE FUN!!!!!!!!!!!!!!
- 

Team: Minnetonka School district

Affiliate: Minnesota

1. Emergency Kit: Look at your Challenge solution and add supplies to repair or recreate elements – duct tape, glue gun, paint, markers, rope/string, etc.
  2. Bag 'o *Instant Challenges*: keeps everyone loose
  3. Parent on call: We have one parent who is on call to assist in any way needed.
- 

Team Name: 6 Spaced out Monkeys and a Goat (plhs)

City/Affiliate: Papillion, Nebraska

1. Always have food at the meetings.
  2. Make sure not to talk and get the business done but HAVE FUN
  3. Make sure your members know that it is fun but it is a lot of work and it takes commitment
- 

Team: Cedar Park HS

Affiliate: Texas

1. Bring extra copies of all forms and bring some blank ones in case you need to make changes.
  2. Have team members plan to be at the Tournament the entire day. Leaving between the *Team Challenge* and *Instant Challenge* (to participate in a game, or some other student activity) can lead to highly increased stress levels, as well as missed competition times (due to traffic delays or other unforeseen events).
  3. Be respectful of other teams when they are performing.
- 

Teams: ConnectDid! SL, THEATER smARTS SL

City/Affiliate: Bourbon, Indiana

1. Practice your presentation in several different sites if possible. This allows you to get used to various floor surfaces and coming in from different directions. Don't forget steps!
2. Pack the items that each team member needs for his/her costume in a separate bag. Old garment bags work well as do garbage bags. Make a list of the included items and tape it to the outside of the bag. Don't forget to include your team name and contact information in case it is left at the tournament site.



3. Keep the team members together as much as possible until their competition is complete. This saves you from the anxiety of searching for someone in a crowded building when it is time to present.
- 

Team: Coronado Elementary

Affiliate: Colorado

1. Our team brainstormed to come up with this list. It was hard picking the few that were the most important, but here it goes. Keep toolbox full of items to repair/replace items used for the performance. This could include duct tape, staple gun, bobby pins, safety pins, and extra forms.
  2. Make a checklist to make sure everything is ready for the performance. Include very specific details, such as - the important clue is in Jane's pocket.
  3. Finally, stay relaxed and go with whatever happens. In order to accomplish this, our team does warm ups while waiting for instant challenge and after we compete we go kick back somewhere fun and/or have dinner between competing and the awards ceremony.
- 

### **Four Tips for Team Managers**

From Texas:

Here are some tips from an ancient TM - I've been very well coached by my 3 sons' teams since 1986!

1. Be sure to arrange a celebration for your team "family" (parents & siblings included) AFTER their competition and BEFORE the awards ceremony; hand out special awards to each team member ("Best perseverance in the face of an impossible telescoping tree!") Try to recap a little about how each child has "won" their own personal challenge this year (Danny conquered his fear of sewing!!!)
2. DO NOT nag, scold or chide the team about their performance on Tournament day - kids don't need extra stress! Hopefully, TMs NEVER use those styles of management, but it's especially important at competition. Teams are perfectly capable of looking at their scenery as it tips over in the middle of their skit, and wishing they'd spent more time testing it out! Schedule a post-partum meeting for a week or two after the Tournament and let each kid tell how he/she would have liked to improve his/her own contribution. Write it down and bring it out next year!
3. Bring a funny gag gift or joke books for your team to open just before *Instant Challenge* - a relaxed team will be more creative and have more fun! I found rubber chicken lollipops one year! Other ideas: VOMBIE stress relievers, animal noses, chocolate brains, Harry Potter jelly beans
4. Make copies of the Challenge for parents - despite the fact that I always prepare binders for each kid at the beginning of the season, the parents rarely seem to familiarize themselves with the rules & scoring. I finally surrendered! It's more fun for the parents to watch other teams and their own if they can follow the guidelines on Tournament day. (I also find it helps explain the scoring, ultimately!)





## After the Tournament: Looking Back and Looking Ahead

### Looking Back

Okay: The Tournament is over. All those months of hard work, all that laughter, all the arguments, all the discoveries, all the meals shared with your teammates resulted in a great performance and a really fun day. Your team has received the scores, and you are maybe disappointed, or maybe excited to be going on to the next level of Tournament. But now, regardless of how the team did scoring-wise, and before everybody goes his or her own way, or begins preparing for the next Tournament, it's time to take a look at what you have already accomplished:

1. You took on a HUGE project and completed it. This alone is a MAJOR achievement.
2. You worked as part of a team, even though it wasn't always fun.
3. You learned a lot of new things about the topic of your Challenge that you might never have known otherwise.
4. You learned a lot about your teammates' Specialties, talents, interests, and skills.
5. You learned a lot about your teammates, what they like and don't like, how they work best, what they like on their pizza (!), and lots of other stuff.
6. You learned about how to and how not to manage your time. It's not easy to be a creator-of-a-magnificent-never-before-seen-thing AND a student in school all day. But you DID IT!
7. Other things we learned that we didn't know when we began:



### Looking Ahead:

Here are some good questions to ask as a team:

1. When is our team party??!!
2. What were some of the most fun moments of working on this project?
3. What were some of the least fun moments?
4. What things are you proudest of?
5. What is in the future for you and your team?
6. If you are going to do DI next year: What kinds of things will you do differently when you begin working on next year's Challenges?
7. If you aren't going to do DI next year, what kinds of things from this experience will you be able to use?
8. Brainstorm with your team what the future looks like for your team: