Destination Imagination Overview

OUR VISION

Ignite the power of creativity in all people.

OUR MISSION

Destination Imagination advances creativity as an essential skill for innovating, collaborating, and driving positive impact.

OUR VALUES

- **Innovation:** We embrace creativity and are willing to pursue new ideas to drive progress and improvement.
- **Mutual Respect:** We actively show respect to everyone in the DI community, acknowledging all contributions to our success and resolving disagreements as colleagues.
- **Appreciation:** We honor the time, energy, and heart that everyone brings to DI, recognizing that collaboration between staff, volunteers, and participants is essential to our shared mission.
- **Stewardship:** We are each responsible for the well-being of Destination Imagination and its global culture of creativity, innovation, and self-expression

The Destination Imagination Challenge Experience is a fun and engaging system of learning that teaches the Destination Imagination Creative Process, along with interpersonal, management, and other skills to help team members achieve their highest potential. Each participant will gain knowledge and experience in areas including creative and critical thinking, project management, team building, conflict resolution, STEAM (science, technology, engineering, arts, and mathematics), and perseverance—the very skills needed to thrive in any chosen career. In addition to the long-term Team Challenge, teams will participate in an Instant Challenge at their tournament.

The Destination Imagination Creative Process

Our goal at Destination Imagination is to give team members the chance to learn and experience the DI Creative Process. Below are the components of the DI Creative Process that our participants experience while solving our Challenges.

STAGE ONE: RECOGNIZE

- Becoming aware of the problem or challenge
- Gaining an in-depth understanding of the problem or challenge

STAGE TWO: IMAGINE

- Generating ideas with team members
- Focusing on promising ideas
- Creating a project timeline

STAGE THREE: COLLABORATE & INITIATE

- Researching, exploring, and experimenting
- Committing to options; building and completing all requirements

STAGE FOUR: ASSESS

- Assessing progress
- Analyzing understanding of the problem or challenge
- Deciding whether or not to rework or reimagine ideas
- Practicing presenting the solution

STAGE FIVE: EVALUATE & CELEBRATE

- Presenting to an authentic audience
- Reflecting on and celebrating the experience

The Tournament Guide for Teams

Welcome to the 25-26 Tournament Guide for Teams! This resource is designed to help you understand what to expect at your tournament. Inside this guide, you will find information that includes what will happen at your Presentation Site, tips from teams and Team Managers on how to have a great tournament experience, and a step-by-step guide to using the Resource Area for your Tournament Data Forms.

Here are the most important things to know about your tournament:

1. **The Tournament Team wants it to be a great experience for you!** Everyone has worked very hard to set up your tournament so that you can have a great experience filled with fun and creativity. Sometimes things don't go as well as we would like, but we want you to know that your Tournament Team is doing the very best job it can. Who is your Tournament Team? It's the Tournament Directors, Challenge Masters, Appraisers, your Team Managers, and your parents—all the people who are working together to give your team a great, creative day where you can show off your Challenge solution!
2. **We want to award your team points!** The Appraisal Teams are going to work very hard to make sure that your team receives every possible point you've earned. They aren't trying to find ways to deduct points from your score. They want to give all teams lots of points, but they need to be fair to everyone, and that means they can't give you points you didn't earn.
3. **Every tournament experience is different!** Your Tournament Director will be able to answer many of your questions about tournament-specific procedure. You should find out from your Tournament Director if your site has any restrictions that might affect your Presentation. For example, some sites do not allow helium balloons, some sites do not allow lights to be dimmed or turned off, and some sites have a 'zero tolerance' ban on all types of weapons, even toy weapons, which you might be using in your solution. You should contact your Regional Director, Affiliate Director, and/or Tournament Director if you have any questions about special rules at your tournament site.

Some Terms You Should Know

There are a lot of terms that are used in the Destination Imagination world. For a glossary of Destination Imagination terms, see Section XIV of Rules of the Road. We've highlighted a few basics here for you!

TEAM CHALLENGE

The Team Challenge (except for the Improvisational Challenge) has two parts. The first part is the **Central Challenge** that your team has been working on for the past several months, and the second part is the **Team Choice Elements**. You will be presenting the solution to your Team Challenge at the tournament. Your family and friends can watch you present your solution.

CENTRAL CHALLENGE

When you see the term "Central Challenge," this means the Challenge-specific portions of the Team Challenges:

Technical Challenge: Win it Big
Scientific Challenge: Unforgettable
Fine Arts Challenge: Becoming Super
Improvisational Challenge: Casting Shadows
Engineering Challenge: Above and Beyond
Service Learning: Give and Take
Early Learning: Helping Hands

TEAM CHOICE ELEMENTS

Team Choice Elements are two creations that your team chooses to include in your Team Challenge Presentation. There are two Team Choice Elements in all Team Challenges except the Improvisational Challenge, which has none. The two Team Choice Elements can be anything your team chooses that is not already being scored in the Central Challenge. More details about Team Choice Elements can be found Section VII.B of Rules of the Road.

INSTANT CHALLENGE

At the tournament, your team will also solve a Challenge on the spot. We call this type of Challenge an "Instant Challenge." Your family and supporters are NOT allowed to watch this part of the tournament day, but one Team Manager may go into the Instant Challenge room and watch, if your team chooses. Details about Instant Challenge can be found in Section X of Rules of the Road.

APPRAISER

An **Appraiser** is a person who evaluates one or more parts of your team's Presentation or Instant Challenge. There are several different appraising "roles" or jobs at a tournament. We've described these in more detail in the Who's Who Section below.

Who’s Who at the Presentation Site

This section provides an introduction to the different types of volunteers who will be working with you at your tournament. Some will be scoring your solution and others may be filling different, but no less important, roles.

APPRAISERS AND THE APPRAISAL TEAM

Just like you, Appraisers work in teams. Your Destination Imagination Appraisal Team is made up of the volunteers who will help you prepare for your Presentation and who will watch, time, and evaluate your solution. Some people might call this team a “panel of judges,” but we think they are more than judges. They are a caring team of people who have volunteered to work together to make sure your team has a great tournament experience. Each member of the Appraisal Team has a special job to do, and they have been trained to do it well.

The Challenge Master

A **Destination Imagination Challenge Master** is the top official for your Team Challenge or Instant Challenge at your tournament. The Challenge Master is the person who trains the Appraisal Team and who sets up and oversees all the Presentation Sites for that specific 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 **Head Appraiser** supervises the Appraisal Team for one specific Presentation Site. The Head Appraiser is trained by the Challenge Master. It is the Head Appraiser’s job to make sure the Presentation Site runs smoothly.

- For example, if your tournament has more than one Presentation Site for the Fine Arts Challenge, the Challenge Master oversees all of the Fine Arts Presentation Sites, but each site would have a Head Appraiser who makes sure that the specific site’s Appraisal Team is doing its job.

Either the Head Appraiser or the Challenge Master will send your Team Challenge Raw Scores to the Team Manager of record through the **Destination Imagination Resource Area**. One team representative and the Team Manager will have the opportunity to meet with the Head Appraiser or Challenge Master to discuss your Team Challenge Raw Scores at the tournament.

The Prep Area Appraiser

The Prep Area Appraiser is often the first Appraiser your team will work with. This Appraiser will:

1. Greet your team and Team Manager(s).
2. Check all required items, such as online forms and props.
3. Tell you about the Presentation Site and the Appraisal Team.
4. Answer any questions you have and take care of you until it is time for you to present your solution.

Your tournament may include a pre-tournament check of your team’s forms. In this case, a Pre-Tournament Prep Appraiser will review your team’s online forms and communicate with your Team Manager of record through the Resource Area Messaging System if any issues are found prior to the tournament day.

The Team Challenge Appraiser

The **Team Challenge Appraiser** evaluates some of the required elements in your team’s Challenge, including the Team Choice Elements. Usually there are at least 3 Appraisers doing this job. Team Challenge Appraisers will also read your Tournament Data Form, review your Expense Report as necessary, and review your Prep Checklist. After your Presentation, these Appraisers will briefly talk to your team about your Presentation. Be sure to show them and tell them about the things of which you are proudest.

Engineering Challenge Only: The Weight Placement Appraiser(s)

The **Weight Placement Appraisers** will monitor Weight Placement during the Presentation to help your team make sure you are following all of the procedures correctly. The Weight Placement Appraisers will also record information about each team's Weight Placement results. The Weight Placement Appraisers will indicate to the team members if Structure Assembly is successful or unsuccessful. They will NOT indicate whether Weight Placement was successful or unsuccessful, since this cannot necessarily be determined during the team's Presentation.

The Instant Challenge Appraiser

There will be two or three **Instant Challenge Appraisers** for each Instant Challenge room. The Appraisers will score your team based on how well you solve your Instant Challenge. Instant Challenge Appraisers will watch your team plan and solve the Instant Challenge in the Instant Challenge room. All scoring Instant Challenge Appraisers will evaluate your team's Instant Challenge solution.

SUPPORT OFFICIALS

A **Destination Imagination support official** is a person who is part of the Appraisal Team, but who does not evaluate any part of your team's Presentation. Support officials include the Doorkeeper, Timekeeper, and Announcer. Sometimes these jobs are combined.

1. The **Doorkeeper** is a person who makes sure that the door to your Presentation Site stays shut while your team is presenting, if you have a site that requires a closed door.
2. The **Timekeeper** is the person who times your Presentation.
3. The **Announcer** is the person who introduces your team and provides you with Improvisational Elements, if your Challenge has these requirements. Usually the roles of Timekeeper and Announcer are combined and one person completes all the tasks involved in these roles.

Site Procedures for the Technical Challenge: Win It Big

The specific procedures for your tournament will be determined locally by the Technical Challenge Master and Tournament Director.

ONLINE FORMS

Most tournaments will use online forms, which can be accessed by both teams and Appraisers through the **Resource Area**. If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the **Resource Area** in the primary language of the tournament unless otherwise specified by the Regional, Affiliate, and/or Tournament Director. These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area. None of the forms can be used as a scoring element.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. As part of the Tournament Data Form, the team will also submit an explanation of the team's use of Generative Artificial Intelligence in the solution (required), as well as a reflection on the DI Creative Process (optional). The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. Any receipts will be submitted as images or PDFs as part of the Expense Report.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g., stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament.

BEFORE THE PRESENTATION

the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

BEGINNING OF THE PRESENTATION

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. 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, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

END OF THE PRESENTATION

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. Any non-presenting 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 Presentation 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 clean-up materials. The Presentation Site must be left clean and dry for the next team.

RECEIVING RAW SCORES

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. 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 with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

Site Procedures for the Scientific Challenge: Unforgettable

The specific procedures for your tournament will be determined locally by the Scientific Challenge Master and Tournament Director.

ONLINE FORMS

Most tournaments will use online forms, which can be accessed by both teams and Appraisers through the **Resource Area**. If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the **Resource Area** in the primary language of the tournament unless otherwise specified by the Regional, Affiliate, and/or Tournament Director. These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area. None of the forms can be used as a scoring element.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. As part of the Tournament Data Form, the team will also submit an explanation of the team's use of Generative Artificial Intelligence in the solution (required), as well as a reflection on the DI Creative Process (optional). The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. Any receipts will be submitted as images or PDFs as part of the Expense Report.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g., stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. The Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament.

BEFORE THE PRESENTATION

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their Presentation to the Prep Area at least 20 minutes before their scheduled Presentation time. At most tournaments, review the team’s online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team’s questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team’s forms that need to be clarified prior to the team’s Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

BEGINNING OF THE PRESENTATION

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. 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, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

END OF THE PRESENTATION

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls “time,” whichever comes first. Any non-presenting 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 Presentation 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 clean-up materials. The Presentation Site must be left clean and dry for the next team.

RECEIVING RAW SCORES

Approximately 30 minutes after the team’s Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. 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 with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team’s Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the

Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

Site Procedures for the Fine Arts Challenge: Becoming Super

The specific procedures for your tournament will be determined locally by the Fine Arts Challenge Master and Tournament Director.

ONLINE FORMS

Most tournaments will use online forms, which can be accessed by both teams and Appraisers through the **Resource Area**. If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the **Resource Area** in the primary language of the tournament unless otherwise specified by the Regional, Affiliate, and/or Tournament Director. These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area. None of the forms can be used as a scoring element.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. As part of the Tournament Data Form, the team will also submit an explanation of the team's use of Generative Artificial Intelligence in the solution (required), as well as a reflection on the DI Creative Process (optional). The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. Any receipts will be submitted as images or PDFs as part of the Expense Report.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g., stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. The Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament.

BEFORE THE PRESENTATION

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their review the team's online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team's questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team's forms that need to be clarified prior to the team's Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

BEGINNING OF THE PRESENTATION

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. 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, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

END OF THE PRESENTATION

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. Any non-presenting 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 Presentation 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 clean-up materials. The Presentation Site must be left clean and dry for the next team.

RECEIVING RAW SCORES

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. 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 with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the

Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

Site Procedures for the Improvisational Challenge: Casting Shadows

The specific procedures for your tournament will be determined locally by the Improvisational Challenge Master and Tournament Director.

ONLINE FORMS

Most tournaments will use online forms, which can be accessed by both teams and Appraisers through the **Resource Area**. If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the **Resource Area** in the primary language of the tournament unless otherwise specified by the Regional, Affiliate, and/or Tournament Director. These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area. None of the forms can be used as a scoring element.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. As part of the Tournament Data Form, the team will also submit an explanation of the team's use of Generative Artificial Intelligence in the solution (required), as well as a reflection on the DI Creative Process (optional). The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. Any receipts will be submitted as images or PDFs as part of the Expense Report.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament.

THE PREP AREA

All team members and Team Manager(s) should bring their research notes (if any), Box of Materials, and Team Identification Sign to the Prep Area at least 20 minutes before their scheduled Presentation time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms.

outlined in the Challenge. If an item in the Box of Materials does not meet the requirements, the team will be given a chance to bring the item into compliance. If the team is unable to bring an item into compliance in the Prep Area, the noncompliant item will not be allowed into the Presentation Area. The Prep Area Appraiser's decision is final.

The Prep Area Appraiser will also make sure all presenting team members are wearing required foot coverings, answer the team's questions, and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation.

SELECTION OF IMPROV ELEMENTS

The Prep Area Appraiser will conduct the selection process for determining the team's Improv Elements. The Prep Area Appraiser will ask the team to randomly select tournament-supplied pieces of paper that list the Improv Elements the team must use in the Presentation. The team must select all pieces of paper without looking at them and hand them to the Prep Area Appraiser. First, the team will select a piece of paper that lists the Inciting Incident. Next, the team will select a numbered piece of paper that corresponds to one of the team's researched Opposing Themes. Then the team will select a piece of paper that lists the Setting. Finally, the team will select a numbered piece of paper that corresponds to one of the team's researched Resolution Tropes.

After the selection process is complete, the team and Team Manager(s) will stay in the Prep Area with the Prep Area Appraiser until the Timekeeper/Announcer escorts the team to the Presentation Area to begin the Preparation time. At this time, the Team Manager(s) and any non-presenting team members will be shown to their designated seats. Non-presenting team members are any team member(s) who do not want to participate in any part of the Preparation/Skit time. Team members who wish to participate in the Preparation time but not the Skit time will be considered presenting team members and will stay with the rest of the team.

AT THE PRESENTATION SITE

The Timekeeper/Announcer will ask the team to stand in the Launch Area. The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members, the Box of Materials, and any research notes or other materials allowed by the Challenge will be when the Preparation time begins.

The Timekeeper/Announcer will introduce the team to the audience. Before the 2-minute Preparation time, the Timekeeper/Announcer will read the selected Inciting Incident, Setting, and Opposing Themes to the team and the audience. Then, the Timekeeper/Announcer will hand a written version of these Improv Elements to the team.

PREPARATION TIME BEGINS

After the Timekeeper/Announcer announces the team's selected Improv Elements, the Timekeeper/Announcer will then tell the team to "BEGIN" the 2-minute Preparation time. During this time, the team is free to consult the written version of the Improv Elements, research notes (if any), and an unmarked copy of the Challenge. The team may also use pencils and paper at this time for planning. The team may manipulate and/or prepare the Box of Materials and its contents during this time.

PREPARATION TIME ENDS

At the end of 2 minutes, the Timekeeper/Announcer will say "STOP." If the team chooses, it may end the Preparation at any time prior to the end of the 2 minutes. The team must immediately stop preparing for the Skit, go to the Launch Area with the Box of Materials and its contents, and return all research notes, pencils, paper, and copy of the Challenge to a designated area.

SKIT TIME BEGINS

Once the team has returned to the Launch Area, the Timekeeper/Announcer will read the selected Resolution Trope to the team and the audience. Then the Timekeeper/Announcer will hand a written version of the they are ready. When all are ready, the Timekeeper/Announcer will say “BEGIN” to signal the start of the 5-minute Skit time. The team members may refer to the paper listing the Resolution Trope at any point. However, they must not incorporate the paper into the Skit. The team may go behind the Shadow Screen and create shadows using the Box of Materials, its contents, and/or team members at any time after the Skit time begins.

SKIT TIME ENDS

At the end of 5 minutes, the Timekeeper/Announcer will say “STOP,” ending the Skit. The Skit time stops when the 5-minute time period ends, at a signal from the team, or when any team member calls “TIME,” whichever comes first. Any non-presenting team members should rejoin the group at this time. The team members should 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 the Box of Materials and its contents from the Presentation Site. Anyone may help the team remove its items quickly and help the team clean up the site.

RECEIVING RAW SCORES

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. 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 with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

Site Procedures for the Engineering Challenge: Above and Beyond

The specific procedures for your tournament will be determined locally by the Engineering Challenge Master and Tournament Director.

ONLINE FORMS

Most tournaments will use online forms, which can be accessed by both teams and Appraisers through the **Resource Area**. If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the **Resource Area** in the primary language of the tournament unless otherwise specified by the Regional, Affiliate, and/or Tournament Director. These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area. None of the forms can be used as a scoring element.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. As part of the Tournament Data Form, the team will also submit an explanation of the team's use of Generative Artificial Intelligence in the solution (required), as well as a reflection on the DI Creative Process (optional). The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. Any receipts will be submitted as images or PDFs as part of the Expense Report.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g., stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament.

THE STRUCTURE AND WEIGHT CHECK-IN AREA

The team will bring the Structure parts and weights to the Check-In Area in team-supplied container(s) at the time designated by the Tournament Director (or at least one hour before the Presentation time). The Check-In materials. They will also verify that each part is clearly labeled 1-10, and the weights are clearly labeled 11-20. If the team is using additional materials, these additional materials together will count as one of the team's 10 possible Structure parts and must be labeled with a number (see Sections I.B.4 and I.B.7).

The Check-In Appraiser(s) will verify that the Structure parts, including any additional materials, and weights meet the materials requirements.

The Check-In Appraiser will have a team member place each Structure part and each weight, one at a time, inside a tournament-provided box with internal dimensions of 18in x 18in x 18in (45.7cm x 45.7cm x 45.7cm). The box will have a lid that will be closed once the Structure part or weight is placed inside in order to confirm that it meets the size requirement. A Structure part or weight must fit within the box with the lid closed without distorting the box. If the team is using additional materials as one of the 10 Structure parts, the additional materials must be brought to the Check-In Area in a team-provided container. The container with the additional materials will be placed into the box during this process to confirm that the additional materials container meets the size requirement. The container must not be used for any purpose other than holding additional materials. **Note:** There are no requirements in the Challenge for orientation of the Structure parts and/or weights when placed in the box. As long as the Structure part or weight fits in the box and the lid can be secured, it will meet the size dimensions.

The Check-In Appraiser will instruct the team to place each Structure part on a scale one at a time. Once the scale reading stabilizes, the Appraiser will verify that each part does not exceed 500 grams. The Appraiser will record the official Structure part weight to the nearest tenth of a gram. Appraisers will then instruct the team to place each weight on the scale. Once the scale reading stabilizes, the Appraiser will verify that each weight does not exceed 500 grams. The Appraiser will record each weight's official weight to the nearest tenth of a gram.

Once all Structure parts and weights have been verified and the Check-In Form has been completed, the Check-In Appraiser should ask a team member to initial the worksheet. The team will then place the Structure parts and weights into the team-provided container(s). The team members must place each Structure part and weight that has passed Check-In into the container unassembled. Structure Assembly must happen as part of the 8-minute Presentation time. The Appraiser will place the Check-In Form into an envelope and secure the envelope to the team-provided container with tape. The Appraiser will also seal the container(s) with tape and initial the tape. If a team has more than one container, each container should be labeled with the team name and Team Number.

If a Structure part or weight is not compliant, it must NOT be placed in the team-provided container and must not be used as part of Structure Assembly (Section I.J.1) or Weight Placement (Section I.J.4).
Should it be necessary, Appraisers will make every effort, within reasonable time constraints, to allow the team to bring the Structure part(s) and/or weight(s) into compliance. The Structure parts and weights must remain in a designated place in the Check-In Area until approximately 20 minutes before the team's scheduled Presentation time. At that time, one or more team members must return to the Check-In Area to collect the container and carry it to the Prep Area.

THE PREP AREA

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their Presentation to the Prep Area 20 minutes before their scheduled Presentation time. At most tournaments, the Prep Area is very near the Presentation Site. Once there, the Prep Area Appraiser will greet the team and review the team's online forms. If the team has not already picked up the sealed team-supplied storage container(s) from the Check-In Area, the team should be sent to Check-In to retrieve the container(s) at this time.

The Prep Area Appraiser will verify that the seal on each container is unbroken in the Prep Area. If the seal is broken, the team should be sent back to the Check-In Area to repeat the Check-In process. After verifying that the container(s) are sealed, the Prep Area Appraiser should ask the team to break the seal on the container(s). The team should also give the Check-In Form that is attached to the container to the Prep Area Appraiser. The Prep Area Appraiser will give the Check-In Form to the Weight Placement Appraiser.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and that all presenting team members are wearing the required foot coverings. Team Members who are participating in Structure Assembly and/or Weight Placement must wear closed-toe shoes. The Prep Area Appraiser will answer the team’s questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer and Weight Placement Appraiser(s) for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team’s forms that need to be clarified prior to the team’s Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

BEGINNING OF THE PRESENTATION

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

The Weight Placement Appraiser(s) will explain the procedures for Structure Assembly and Weight Placement.

All presenting team members will return to the Launch Area. 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, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation, including Structure Assembly and Weight Placement. The team may use the entire 8-minute Presentation time even if Weight Placement has ended.

STRUCTURE ASSEMBLY & WEIGHT PLACEMENT

After the start of the 8-minute Presentation time, the team will complete Structure Assembly and Weight Placement.

Before beginning Weight Placement, the team must assemble the Structure and place it in the Base Zone.

The team will signal when Structure Assembly is complete. If the team does not signal, the Appraisal team will use their best judgment to determine when Structure Assembly is complete. The Weight Placement Appraiser will verify that all Structure Assembly requirements (see Section I.E.4) are met. The Weight Placement Appraiser **WILL** tell the team if Structure Assembly was “successful” or “not successful.” If unsuccessful, the Weight Placement Appraiser will indicate the reason.

Weight Placement can begin anytime after Structure Assembly is completed and the Appraiser has verified that all Structure Assembly requirements are met.

Team members must not hold the Structure in position or support a Structure part or previously placed weight during Weight Placement. However, incidental or accidental touching will not impact the eligibility of the weight

The placement of a weight is considered complete when the team member(s) signal to the Weight Placement Appraisers that they are done placing the weight. After that, the weight cannot be moved, repositioned, and/or adjusted.

The weight will be recorded according to the Measurement Zone in which it was originally placed.

The team may place weights in any order and/or at the same time, and they can be placed on the top, the side(s), around, within, and/or under the Structure part that is supporting it. (See Sections I.F.2 and I.H.) The team may choose how many weights to place above a single Measurement Zone. However, keep in mind Section I.F.5.d. Only weights that meet all of the criteria in Section I.F.5 of the Challenge will be included in the Efficiency Ratio (see Section I.I.4) calculation.

Weight Placement Appraisers will **NOT** tell the team whether a placed weight was successful or unsuccessful. This is because some of the criteria for a successfully placed weight will not be determined until the end of Weight Placement.

The team must not modify or repair the Structure or previously placed weights after Weight Placement has begun unless the team first removes all weights from the Structure. The Presentation time will not stop, and the previously placed weights will not be included in your team's Efficiency Ratio (see Section I.I.4). After all weights have been removed from the Structure, the team may make any modifications or repairs and then attempt Weight Placement again once the Weight Placement Appraiser has verified that Structure Assembly requirements have been met again. In this case, any weight that had been placed on the Structure previously must be placed again to be included in the team's Efficiency Ratio. The team may choose to place that weight again, whether or not it previously remained on the Structure. Weights may be placed in any order.

END OF WEIGHT PLACEMENT

Weight Placement will end in one of the following ways:

- The team elects to stop Weight Placement. The team may do this at any time during the 8-minute Presentation.
- All the weights the team has brought for Weight Placement have been placed on the Structure.
- The Structure breaks or comes apart and no remaining part of the assembled Structure is able to support additional weight.
- The Structure no longer meets the requirements of Structure Assembly. (See Section I.E.4.)
- The 8-minute time limit ends.

END OF THE PRESENTATION

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls "time," whichever comes first. If the time limit has not ended but the performance part of the team's Presentation has, the team may continue Weight Placement until one of the events listed above occurs. If the time limit has not ended but Weight Placement has, the team may continue the performance part of the Presentation until the end of the 8 minutes.

Once the Presentation is over, any non-presenting team members should join the group. 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.

While the Appraisers are discussing the solution with the team, the Weight Placement Appraiser(s) will check the team's paper Weight Placement Worksheet. The Weight Placement Appraiser will also weigh any unused additional materials to determine the amount of material the team used to assemble the Structure (see Section I.C.13).

If the Appraisers have questions about the Structure and/or weights, the Appraisers may recall the Structure and/or weights after the team's Presentation to verify that all requirements were met. The Appraisers may choose damage the Structure and/or weights (i.e breaking the Structure or weights to validate materials). After inspection, the Structure, weights, and container(s) should be returned to the team.

An official will tell the team when it is time to remove all items from the Presentation 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 clean-up materials. The Presentation Site must be left clean and dry for the next team.

RECEIVING RAW SCORES

Approximately 30 minutes after the team's Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. 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 with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team's Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the conversation with the Head Appraiser, the team has 30 minutes to send ONE team representative and the Team Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

Site Procedures for the Service Learning Challenge: Give and Take

The specific procedures for your tournament will be determined locally by the Service Learning Challenge Master and Tournament Director.

ONLINE FORMS

Most tournaments will use online forms, which can be accessed by both teams and Appraisers through the **Resource Area**. If your tournament is using paper forms, the Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament, along with any changes to the following procedure.

The team's online forms will be submitted by the Team Manager through the **Resource Area** in the primary language of the tournament unless otherwise specified by the Regional, Affiliate, and/or Tournament Director. These online forms will include the Tournament Data Form, the Expense Report, and the Team Challenge Prep Checklist, which includes Declaration of Independence information. There is a separate Prep Checklist for Instant Challenge. This will also be submitted via the Resource Area. None of the forms can be used as a scoring element.

The Tournament Data Form is only informational. The Tournament Data Form is not scored and will be used by the Appraisers to better understand the required elements of a team's solution. If an element that fulfills a Challenge requirement occurs during the Presentation and the team has described the element on the Tournament Data Form or communicated an update or change to the Appraisers prior to the Presentation, it will receive a score. This is true even if the element does not happen in the exact way it is described on the Tournament Data Form. However, if the scored element does not occur at all during the team's Presentation, the team members cannot select a totally different element to be scored in its place once the Presentation is over. Doing so would introduce inconsistencies in appraising that could be detrimental to teams. As part of the Tournament Data Form, the team will also submit an explanation of the team's use of Generative Artificial Intelligence in the solution (required), as well as a reflection on the DI Creative Process (optional). The information submitted by the team on the Tournament Data Form, along with any Team Clarifications associated with the team, will be accessible by Appraisers through the Mobile Scoring Client.

The team's Expense Report should reflect what it would cost another team to recreate the solution, not necessarily what the team actually paid for materials. Any receipts will be submitted as images or PDFs as part of the Expense Report.

On the Prep Checklist, the team will certify the safety of the solution, fill out a checklist of required elements, and complete the Declaration of Independence information. If a team is presenting in a language other than the language of the tournament, there is a place on this form for the inclusion of a translated script. This script must only contain dialogue. Appraisers must not read and/or consider any non-dialogue information (e.g., stage directions or a plot synopsis) when scoring the team's solution.

Your tournament may decide to have teams submit the required online forms prior to the date of the tournament so they can be checked by a Pre-Tournament Prep Appraiser to ensure all of the forms are filled out. Alternatively, your tournament may decide to complete all online form review in the Prep Area on site at the tournament. Your Regional, Affiliate, and/or Tournament Director will communicate this to the Team Managers prior to the tournament.

BEFORE THE PRESENTATION

All team members and Team Manager(s) should bring their props, costumes, and any other items used in their review the team’s online forms.

Using the Prep Checklist, the Prep Area Appraiser will verify that all required Challenge elements are present, inspect props for safety, and make sure all presenting team members are wearing required foot coverings. The Prep Area Appraiser will answer the team’s questions and explain to the team and the Team Manager(s) the process for getting Raw Scores from the Head Appraiser after the Presentation. The Prep Area Appraiser will escort the team to the Launch Area, where they will be introduced to the Timekeeper/Announcer for final preparations and instructions.

The Launch Area is a holding area immediately adjacent to the Presentation Area where the team members and all of the items they need for their Presentation will be when the Presentation time begins. After all of the items the team needs for its Presentation have been moved to the Launch Area, the Team Manager(s) and any non-presenting team members will be shown to their designated seats.

Non-team members associated with the team may help move items to the Launch Area, but only team members may repair anything that is accidentally damaged. Appraisers and tournament officials must not move or help move items for the team.

If the Appraisers have questions about the team’s forms that need to be clarified prior to the team’s Presentation, the Timekeeper/Announcer will get the answers from the team members in the Launch Area before their Presentation begins.

BEGINNING OF THE PRESENTATION

The Timekeeper/Announcer will ensure that the team knows where the tournament-supplied 3-prong electrical outlet at the edge of the Presentation Area is located. At least one team member will go over to the electrical outlet with the Timekeeper/Announcer and confirm that the power to the outlet is ON. The Timekeeper/Announcer will answer any additional questions the team may have.

All presenting team members will return to the Launch Area. 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, "Team, you may BEGIN." From that point, the team will have 8 minutes to set up and complete the Presentation.

END OF THE PRESENTATION

The Presentation will stop when the 8-minute time period ends, at a signal from the team, or when any team member calls “time,” whichever comes first. Any non-presenting 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 Presentation 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 clean-up materials. The Presentation Site must be left clean and dry for the next team.

RECEIVING RAW SCORES

Approximately 30 minutes after the team’s Presentation, the Head Appraiser or Challenge Master should have the Team Challenge Raw Scores available. This time period may vary at tournaments, depending on Score Room procedures. 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 with the team representative and the Team Manager. Once the scores have been discussed with the team, the Head Appraiser will send them via email to the Team Manager of record. The Team Manager should bring a device to the tournament to access the email containing the link to the team’s Raw Scores. The team representative and Team Manager should then return to the team to share the scores with the other team members. Following the

Manager back to the Head Appraiser or Challenge Master with any questions or concerns. For a complete explanation of the Scoring and Appeals process, see Rules of the Road.

Site Procedures For Instant Challenge

Also see "Instant Challenge Procedures" in Section X of *Rules of the Road*.

1. Each team will report to the Instant Challenge Check-In Appraiser 15 minutes prior to its scheduled Instant Challenge time.
2. The Check-In Appraiser will:
    - Confirm with the team that the answers to the Declaration of Independence questions in the Instant Challenge Prep Checklist have not changed. If the team indicates it has learned specific information about the Instant Challenge it will be solving, the Check-In Appraiser will alert the Instant Challenge Master before the team goes into the Instant Challenge room.
    - Have the team identify the Team Manager and any non-participating team members who will be accompanying the team into the Instant Challenge room.
    - Make sure that none of the team members or Team Manager have brought any electronic devices, including, but not limited to:
        - Cameras
        - Cell phones
        - iPads or tablets
        - Computers
        - Timing devices
        - Wrist watches.

NOTE: If a team member or Team Manager requires an electronic device for medical purposes, the Team Manager must bring this to the attention of the Tournament Director. Accommodations will be made on a case-by-case basis.

RULES FOR TEAM MANAGERS AND NON-PARTICIPATING TEAM MEMBERS

- A minimum of 2 team members must participate in the Instant Challenge.
- Destination Imagination encourages all team members to participate in the Instant Challenge. Instant Challenges are designed to be solved by up to 7 team members.
- The team must make a decision about which team members will be participating before being taken to the Instant Challenge room. The team must not be told anything about the Instant Challenge, including what kind of Instant Challenge the team will be given, before the team makes this decision. Non-participating team members may choose whether or not to accompany the team into the Instant Challenge room.
- ONE adult (18 years of age or older) Team Manager, preferably the Team Manager of record, may accompany the team to the Instant Challenge room.
- The decision of whether or not the Team Manager will accompany the team to the Instant Challenge room is made by the members of the team before the team enters the room.
- Assistant Team Managers under the age of 18 must NOT accompany the team into the Instant Challenge room.
- If a Team Manager manages two teams in the same Team Challenge and the same competition level, the Team Manager must not go into the Instant Challenge room at the tournament. At the discretion of the Tournament Director, the Team Manager may be allowed in the Instant Challenge room for their last scheduled team's Instant Challenge.
- At some tournaments, different Team Challenges and levels will be presented with the same Instant Challenge. At those tournaments, if a Team Manager manages two teams or more, the Team Manager must not go into the Instant Challenge room. The Tournament Director will make this ruling. At the discretion of the Tournament Director, the Team Manager may be allowed in the Instant Challenge room for their last scheduled team's Instant Challenge.

3. After checking in, the team will be asked to wait in a Holding Area until one of the Instant Challenge

Challenge promise again. This may happen when the team checks in at Instant Challenge, while the team is in the Holding Area, or when the team is in the Instant Challenge room.

INSTANT CHALLENGE PROMISE
"We promise not to talk about the Instant Challenge or what we did in our solution UNTIL THE END OF MAY. 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 our team and Team Manager(s)!"

5. When it is time, an Appraiser should lead the team and one Team Manager to the Instant Challenge room. This Appraiser needs to:
   - Verify the following information with the team:
     - The team's name
     - Team Number
     - Team Challenge
     - Competition level
   - Make sure that none of the team members or Team Manager bring any electronic devices into the Instant Challenge room, including but not limited to:
     - Cameras
     - Cell phones
     - iPads or tablets
     - Computers
     - Timing devices
     - Wrist watches.
   - Identify the Team Manager, if they will be accompanying the team, and ask the team which team members will be participating in the Instant Challenge.
6. When the team is brought into the room, the **Do Not Enter** sign (or red sign) should be placed on the outside of the door.
7. If it has not already been done at Instant Challenge Check In or in the Holding Room, one Appraiser should remind all of the team members (and the Team Manager) about the Instant Challenge Promise (see above).
8. Team Manager and any team member who chooses not to participate will then be seated out of the way where they may observe the team working on the solution. This will happen before any information regarding the Instant Challenge is given.
9. To protect the confidentiality of the Instant Challenge, the Team Manager must NOT take photographs, audio recordings, and/or video recordings of any portion of the team's Instant Challenge. The Team Manager must NOT take notes during the team's Instant Challenge.
10. The Instant Challenge solution is the team's alone. During the Instant Challenge, the Team Manager and any non-participating team members must not signal, advise, or communicate with the participating team members in any way and must not contribute to the solution in any way or it will be considered Interference and a deduction may be assessed.
11. The non-participating team members and/or Team Manager will then be asked to sit out of the way where they may observe the Instant Challenge.
12. Appraisers should then take this opportunity to introduce themselves and talk briefly with the team members and help them to relax. Knowing that the Appraisers are friendly and interested in what they are doing is very reassuring to team members.
13. When it is time to start the Instant Challenge, an Appraiser will then read:

INSTANT CHALLENGE WELCOME STATEMENT
"WELCOME to the Instant Challenge portion of our tournament! Anything is possible here, and you will have the opportunity to use the problem-solving tools and the DI Creative Process you have learned. Every team participating in your Team Challenge at your competition level will be presented this Instant Challenge today. After time begins, any participating team member may

14. Give the team 2 copies of the Instant Challenge so the team members can read along when one of the Appraisers is reading the Challenge to the team. The team is allowed to keep these copies as it works on the Instant Challenge, but the team must not take them out of the room when the Instant Challenge is finished.
15. Read the Instant Challenge aloud. The same Appraiser needs to read the Instant Challenge to each team from the same Team Challenge competing at the same competition level.
16. After the entire Challenge has been read, the Challenge statement at the top of the Instant Challenge should be read again.
17. The timing of the Instant Challenge should begin immediately after reading the Challenge. The Timekeeper should announce the beginning of each part of the Challenge with appropriate words such as: "Part One, which is 5 minutes, begins NOW." At the end of each part of the Challenge, the Timekeeper should call "Time!"
18. The team must not begin solving the Instant Challenge or ask any questions until the Appraisers have finished reading.

RULES FOR TEAMS AND APPRAISERS DURING THE INSTANT CHALLENGE TIME

- If the team has questions about the Instant Challenge, the team members are welcome to ask them, but they must only do this once time has begun. There will not be a period of time set aside specifically for questions.
- The team may ask the Appraisers how much time is remaining at any point during the Instant Challenge.
- The team must not use any items in its Instant Challenge solution other than items provided by the Instant Challenge officials. This includes, but is not limited to, drawing on a team member or their attire, using materials to alter team members' hair, or incorporating additional items from the room into the Challenge solution.
- In general, items that are not listed individually in the Materials section (i.e. items that are listed in a sentence below the Materials section or in the Setup section) must not be part of something the team creates as a solution. For example, in most cases, a yardstick must not be part of a team's solution. In a Performance-Based Challenge, the paper and pencil that the team is given must not be used as props.
- The team must not alter taped or marked areas in any way unless the Instant Challenge says otherwise. The team must not move or alter the Instant Challenge setup, including tables and/or apparatuses, unless the Instant Challenge says otherwise.
- When time ends and the Timekeeper calls "Time!" the team must stop working on its solution. Many Instant Challenges have more than one timed segment (e.g., Part One, Part Two, etc.). Continuing to work on any part after time has been called may prevent the team from earning points for certain score elements, depending on the nature of the Challenge.

19. At the end of the Instant Challenge, the team members should be reminded not to talk about the Instant Challenge or the team's solution to anyone except the team members and their Team Manager(s) until the end of May.
20. The team (including the Team Manager) **MUST NOT** take any materials, notes, or copies of the Instant Challenge out of the room at the end of the Instant Challenge.
21. An Appraiser should escort the team out of the Instant Challenge area and place the **Enter** sign (or green sign) on the outside of the door.
22. The team may then be taken to the Chill Out Room, if one is being used at the tournament. The Chill Out room is an area where the team members can freely discuss the Instant Challenge among themselves before leaving the Instant Challenge area. If a Chill Out Room is available for the team to use at the tournament, the team MAY use it but does not HAVE to use it.
23. Unlike the scores for the Team Challenges, the team will not receive Raw Scores for Instant Challenge until after the final scores are released. Only the total Raw Scores and scaled scores will be released to the team at

Scoring

OBJECTIVE AND SUBJECTIVE SCORES

In Destination Imagination, there are two kinds of scores, objective and subjective.

- **Objective scores** have to do with whether or not your solution accomplishes certain tasks or includes certain elements. Some examples of this include earning points for the number of balls that make it through a course, whether a light turns on, or whether the team's Presentation includes a required song.

- **Subjective scores** are based on the **opinion** of the Appraiser. Examples of this type of score include earning points for innovation, the creativity of a song, or how well your team works together.

A little bit 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 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 solution. 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 another part. It doesn't mean that those parts of your solution were "good" or "bad"; it just means that each Appraiser had a different opinion when deciding how many points to award your team.

That is 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 that if you think the Appraisers didn't give your team enough points for the creativity of something, you will have to show good sportsmanship and accept the score. It helps to remember that the Appraisers will score all teams in your competition level and Challenge in the same way.

Since many 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.

We have provided the Appraisers with some ideas of things they might look for when evaluating subjective items. However, not all Appraisers will use these ideas. Many Appraisers have their own ideas of how to determine how many points to award you.

On the next pages are some lists we have given Appraisers to help them evaluate some subjective parts of Presentations. Remember that not all Appraisers will use these. Sometimes the scoring element in the Challenge does not match the rubrics below. In those cases, the Appraisers may use the rubrics as a guide for developing their own internal rubrics for the scoring element.

AWARDING POINTS FOR TEAMWORK

Teamwork is very important in Destination Imagination. In some Challenges, Appraisers watch your team and evaluate how well you work together. In every Instant Challenge, your team receives a score for teamwork. When observing teamwork, here are some qualities Appraisers might look for:

1. Cooperative Spirit:
    - Positive attitudes and reinforcement of all team members
    - Absence of negativity
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 the Presentation Site
3. Acceptance of Ideas of Others:
    - Sharing of ideas
    - Acceptance of ideas without personal ownership
4. Diversity of Ideas:
    - Numerous ideas
    - Ideas discarded and/or 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

In Team Challenge, Appraisers may use the following when evaluating teamwork:

QUALITIES AN APPRAISER MIGHT LOOK FOR	
Low	Dominating individual who limits participation of others Cooperation is minimal Little sharing of ideas
Average	Some evidence of individual team member roles Some cooperation Some evidence of accepting ideas of others
Above Average	Acceptance of team roles above average Good cooperation Sharing and acceptance of ideas of others
Exceptional	Leadership and team roles are easily identified Diversity of skills mutually respected and evident Team dynamics are exemplary

In Instant Challenge, Appraisers may use the following when evaluating teamwork:

Cooperation: Team members cooperate and collaborate. All team members have a role.
Communication: Team members listen to each other, exchange ideas, and support or build on each other's ideas.
Focus: Team members' activities advance a common goal, instead of focusing on unimportant or trivial tasks.
Respect: Team members' social behaviors are positive and courteous.

Each of the above qualities may be evaluated on the following scale: No Indication of Teamwork, Minimal Level of Teamwork, Low Level of Teamwork, Moderate Level of Teamwork, High Level of Teamwork, Exceptional Level of Teamwork.

AWARDING POINTS FOR CREATIVITY OF A SOLUTION OR PRESENTATION

Sometimes Appraisers must award points for the creativity of a team's solution or Presentation. 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 the Appraiser say **"WOW!"**

QUALITIES AN APPRAISER MIGHT LOOK FOR	
Low	Creativity is present and it is somewhat enhanced The solution applies Attempt at application Solved with marginal addition
Average	Creativity is present and it is relevant There is a theme The solution is complete Solved with related elements
Above Average	Creativity is present and it is integrated There is synthesis Chiefly original work Solved with integration
Exceptional	Creativity is there and it is innovative AHA! WOW! Unrelated elements synthesized to create a new idea Solved by innovation

Creativity is intentionally moving beyond a known solution and incorporating a team's strengths, talents, and interests, while also combining components of prior learning, experiences, and research into the solution. Creative solutions are relevant to the objectives set out in the Challenge.

AWARDING POINTS FOR 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 Presentation? Is it done in a creative way?

QUALITIES APPRAISERS MIGHT LOOK FOR	
Low	Some materials are used in common ways Minimal integration of materials into the Presentation
Average	Materials are used, but few in unusual ways Materials are rarely combined Some integration of materials into the Presentation
Above Average	Materials are used, several in unusual ways Several materials are combined, but rarely more than once The Presentation is enhanced by one or more materials
Exceptional	Most materials are used in unusual ways Many materials are used in combination, several more than once Materials are integrated into the Presentation in unusual ways The Presentation is more exciting because of the creative use of materials

AWARDING POINTS FOR INTEGRATION

Many Challenges require Appraisers to look at how well a team has integrated an element into the overall Presentation. Here are some things that some Appraisers might look for:

1. How important is the element to the team's solution? If the element wasn't present, would it matter?
2. How does the required element interact with or relate to the rest of the Presentation? Does it just sit there, or does it play an important role in the Presentation?
3. Does the required element make sense in the overall Presentation? Is it just there because it has to be?

QUALITIES APPRAISERS MIGHT LOOK FOR	
Low	Element to be integrated is present, but is not important to the story The integrated element would not be missed if it were not included The integrated element has little relevance to other elements in the Presentation
Average	Element to be integrated is of minor importance to the story The integrated element would be missed if it were not included, but its absence would not have a major impact on the story The integrated element relates to other elements in an understandable way
Above Average	Element to be integrated is important to the story The integrated element would leave noticeable holes in the story if it were not included The integrated element complements other elements in the Presentation
Exceptional	Element to be integrated is vitally important to the story The story would be very confusing if the integrated element were not included The integrated element and other elements in the Presentation work together to convey the story or ideas

AWARDING POINTS FOR RISK

Some Team Challenges may require Appraisers to look at the risk involved in a team's Presentation.

Risk taking is considering and attempting untested and potentially precarious approaches to a solution, while still working toward the objectives set out in the Challenge.

QUALITIES APPRAISERS MIGHT LOOK FOR	
Low	Team approaches the Challenge or element in an obvious way Team slightly experimented with the unknown in creating the solution Team avoids obstacles or complications altogether The Challenge is used as a limit for the extent of the team's solution
Average	Team approaches the Challenge or element in a common way Team moderately experimented with the unknown in creating the solution Team addresses obstacles or complications if they seem readily achievable The Challenge is used as a guideline for the extent of the team's solution
Above Average	Team approaches the Challenge or element in an unusual way Team considerably experimented with the unknown in creating the solution Team attempts to overcome obstacles or complications that they may not be able to achieve The Challenge is used as a suggestion for the extent of the team's solution
Exceptional	Team approaches the Challenge or element in a novel way Team extensively experimented with the unknown in creating the solution Team decides to attempt to overcome additional obstacles or complications beyond the minimum The Challenge is used as a starting point for an elaborate solution

Team Challenge Raw Scores

For a more complete explanation of scoring, please read Rules of the Road.

How does the Team Challenge scoring process work?

Your team presents and is evaluated by Appraisers. Your team will present your solution to the Appraisal Team. During and immediately after the Presentation, the Appraisers will score each required element. After your Presentation, 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 will then score each required element, write feedback comments for your team, and prepare for the next team.

The scores are compiled. All Appraisers will enter scores into the Mobile Scoring Client. The scores from the Appraisal Team are compiled in the Scoring Program, where they are added up and averaged.

For all Team Challenges, except the Improvisational Challenge, there are two sets of scores that are added up and averaged: The Central Challenge and the Team Choice Elements. For the Improvisational Challenge, only the Central Challenge scores are added up and averaged.

These compiled scores are called **Raw Scores**. The scores are called “raw” scores because after all teams in that Challenge and competition level have been evaluated, the teams with the highest Raw Score in each of the two scoring areas (Central Challenge and Team Choice Elements) are awarded the maximum number of points, and all other teams’ scores are adjusted, or scaled, to receive a corresponding percentage of that number. Some Challenges have different sections of their scores scaled with the other teams’ scores at the tournament. This year, the Technical Challenge and the Engineering Challenge both feature score sections within the Challenge that are scaled.

What do the Raw Scores tell us?

Your team’s Raw Scores will let you see how many points you were awarded by the Appraisers in each scored area of the Team Challenge, including the Team Choice Elements, 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 did not miss an objective score or give you a deduction you don’t think you deserve. That is the main reason teams are given their Raw Scores.

You won’t know how you scored compared to other teams until the final scores are released, but you can use this information to make sure that you were scored in every area that you should have been. Don’t let a ‘low’ Raw Score disappoint you. Keep in mind, it is always possible that what you think is a low score is actually the highest score of the day.

Remember: You might not like the score you were given for a subjective item, but you cannot appeal it unless it is a zero. 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.

Your team will not be given Raw Scores for Instant Challenge.

Ties

Teams are tied when their total scaled scores differ by one point or less. In a multi-team tie, teams are tied when their total scaled scores differ from the leading score for that place by one point or less.

Awards and Advancing

AWARDS

Two kinds of awards are given at Destination Imagination tournaments: awards for special recognition and "place" awards. The awards for special recognition are described in Section XIII Rules of the Road.

The other type of award is called a "place" award. Place awards (such as 1st, 2nd, or 3rd place) are given to the top-scoring teams that competed in both Team Challenge and Instant Challenge at each competition level. Teams that have earned the top total scaled scores (Instant Challenge + Central Challenge + Team Choice Elements) in their Challenge and competition level will be recognized and receive awards. Place awards are given for each Challenge and each level. For example, if your team solved the Scientific Challenge, place awards will be given to the top-scoring Elementary, Middle, and Secondary Level teams. That means that you are only competing against the teams in YOUR Challenge and level. Many local tournaments also award medals to the team in each Challenge and level that has the highest raw Instant Challenge score.

ADVANCING TO THE NEXT TOURNAMENT LEVEL

There are three "levels" of tournaments in Destination Imagination:

- **Regional Tournament**: For many teams, this is the first level of competition. At a Regional Tournament, your team competes against other teams that are in your geographic area. Some Affiliates do not have enough teams to host Regional Tournaments. In that case, your first tournament may be the Affiliate Tournament. If you are competing at a Regional Tournament, at least one placed team (1st place) and sometimes more (2nd, 3rd, or sometimes more) will be allowed to go on to the Affiliate Tournament, depending on the rules in your Affiliate.
- **Affiliate Tournament**: An "Affiliate" is the state, province, or country that holds a Destination Imagination license agreement. The Affiliate Tournament is the tournament that will bring all the finalists from the Regional Tournaments together in one place. If your Affiliate does not host Regional Tournaments, your Affiliate Tournament will bring ALL the teams from your entire Affiliate together. All 1st place teams (and some 2nd place and 3rd place teams, depending on the Affiliate) will be invited to attend the Global Finals tournament.
- **Global Finals tournament**: The Global Finals tournament brings together the highest-scoring teams from every Affiliate around the world for a celebration of creativity that will determine the global champions. This year, Global Finals will be held from **Thursday, May 21, 2026 through Sunday, May 24, 2026 in Kansas City, Missouri.**

We encourage you to visit our website at globalfinals.org to take a look at our Global Finals 2026 information. Within its contents, you will find helpful information about:

• Housing • Global Finals events • Challenge Presentation Sites
• Transportation • Photos • Cost to attend • and much, much, more!

PLANNING AHEAD

We encourage **all teams** to consider the associated costs of attending the Global Finals 2026 event in the beginning of the year so that, should they qualify to take part in this tournament, an action plan will be in place for the team to move forward. By doing so, we hope to continue the excitement of participation in Destination Imagination and add to the level of enjoyment experienced by all!

Tournament Tips from Teams!

THINGS TO BRING TO THE TOURNAMENT

- ⬜ Emergency Kit: Look at your Challenge solution and add supplies to repair or recreate elements – duct tape, glue gun, paint, markers, rope/string, etc.
  Instant Challenges to use for practice.
  A checklist the team has created to make sure everything is ready for the Presentation. Include very specific details, such as, “the important message is in Jane's pocket.”
  Pack the items that each team member needs for their costume in a separate bag. Garbage bags work well. Make a list of the items that are included and tape it to the outside of the bag. Don't forget to include your team name and contact information in case the bag is left at the tournament site.
- ⬜ Clear information for your team families about what they can expect that day, including what you may need help with, where to meet, and when.

TIPS FOR TEAMS AT THE TOURNAMENT

- Practice your Presentation in several different places, if possible. This allows you to get used to various floor surfaces and entering the Presentation Area from different directions. Practice carrying your props and scenery up and down stairs, around corners, and through different doorways.
- Stay together as a team as much as possible until your Presentation is complete. This saves you from the anxiety of searching for someone in a crowded building when it is time to present.
- Do warm-ups or practice activities while waiting for Instant Challenge.
- Be sure to see other teams in your Team Challenge and in other Team Challenges. Cheer for everyone!
- Be complimentary and supportive of each other. Help each other do your best.

After the Tournament

LOOKING BACK

The tournament is over. All those months of hard work, all that laughter, all the arguments, and all the discoveries shared with your teammates resulted in a great Presentation and a really fun tournament experience. Now, regardless of how the team scored, and before everybody goes their own way or begins preparing for the next tournament, it's time to **CELEBRATE** and take a look at what you have accomplished. You have learned and experienced the **Destination Imagination Creative Process**!

LOOKING AHEAD

Here are some good questions to ask as a team:

- How can our team celebrate our success?
- What were some of the most fun moments of working on this project?
- What were some of the least fun moments?
- What things are you proudest of?
- What did you learn?
- What is in the future for you and your team?
- If you are going to do DI next season: What kinds of things will you do differently when you begin working on next season's Challenges?
- What skills would you like to learn before next season starts?
- Generate some ideas with your team about what the future looks like for your team:

Be sure to thoroughly review Rules of the Road Section VIII for complete details about the submission process for Team Challenge. The following is intended to be a guide to help your team navigate the Resource Area.

Accessing the Resource Area

1. The Resource Area can be found through the **DestinationImagination.org** website.
2. Click on "LOGIN" in the top right corner of the page.
3. This will take you to the Login page for the Resource Area. You can also access the Resource Area directly by visiting **https://resources.destinationimagination.org/resources.php**.
4. Enter your login information. All team information must be submitted using the Resource Area account belonging to the Team Manager of record.

5. When you log in, you will be directed to the Dashboard. You can use the Dashboard to access all of the materials and submission areas needed for your tournaments. You may also find important information about tournament dates and deadlines, tournament fees, and Affiliate information. (NOTE: Texas teams, please be sure to double check your dashboard for the most up-to-date information!)

Accessing Your Team’s Required Forms

1. On the Dashboard, click “My Tournaments.” Alternatively, you can use the blue bar at the top of the page to access the same information. Click on “Teams” -> “Tournament Forms.”

2. Here, you will see a list of teams associated with the Team Manager of record. To the right of each team's information, you will see columns for each required form for your tournament.
    a. Sched - Schedule Requests
    b. TDF - Tournament Data Form
    c. Exp - Expense Report
    d. TC Prep - Team Challenge Prep Checklist
    e. TC Msgs - Resource Area Messaging System for Team Challenge
    f. IC Prep - Instant Challenge Prep Checklist
    g. IC Msgs - Resource Area Messaging System for Instant Challenge

3. The color coded key at the bottom of the page lets you know the status of your team's forms. **NOTE:** If your tournament is NOT doing a Prep process prior to the tournament day, your team will not be placed into the "resubmit" or "pre-checked" statuses at any time.

- Light Gray - Your team has not started to fill out the form.
- Red - Your team has not submitted the form.
- Yellow - Your team has submitted the form to be reviewed by the Prep Appraiser.
- Orange - Your team's submission has been reviewed by the Prep Appraiser, and there is an issue that needs to be corrected and resubmitted.
- Blue - Your team's submission has been reviewed by the Prep Appraiser, and it was approved prior to the day of the tournament.
- Green - Your team's submission has been reviewed by the Prep Area Appraiser at the tournament, and your team has moved into the scoring phase of the tournament.
- Dark Gray - Your team has dropped out of the tournament.

4. On this page, you will also notice a question mark icon. You will see this icon on many pages throughout the Resource Area. Clicking on this icon in the Resource Area will direct you to a Resource Area Hints and Tips page.

5. Try visiting the Resource Area Hints and Tips page if you have any questions about navigating the Resource Area. If you find any issues with the system or have questions that are not answered on the Hints and Tips page, please contact **AskDI@dihq.org**.

Completing the Tournament Data Form

1. Click on the pencil icon in the “tdf” column to edit a Tournament Data Form for a particular team. If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.

2. This will bring you to the fillable Tournament Data Form. At the top of the page, you will see your Team Challenge, competition level, your team’s information, a summary of your progress in completing the Tournament Data Form, and important information that you should read before filling out the Tournament Data Form.

3. Your team may choose to submit a team picture. This is totally optional, but it may help the Appraisers to remember your team as they score throughout the tournament. To upload, you will need to click "Choose File" and then select the file you wish to upload.

4. To upload, you will need to click "Choose File" and then select the file you wish to upload. Click "Open."

5. The file name will show in the text box.

6. Be sure to click "Upload" to add the picture to your Tournament Data Form.

7. You will need to enter information for your team's selected Team Choice Elements. Be sure to fill in all information within the allotted character limit.

8. For all long answer text boxes throughout the online forms, you can click the bottom right corner and drag it to make the box larger. This may help you to see and edit your entire response.

9. As you fill in the required information on this page, notice that the character count for each answer box updates to reflect the length of your answer. Additionally, the Summary box at the top updates to reflect your progress in completing each section of the Tournament Data Form.

10. You will also notice that the color for your team’s Tournament Data Form has changed from light gray (not started) to red (unsubmitted) on the previous “My Team Tournaments” page.

11. Continue to enter answers to each question on the Tournament Data Form. Your team will need to answer questions in the Brief Description of Scored Elements section to explain specific elements of the Central Challenge solution. Your team will need to answer questions in the DI Creative Process section to reflect on and explain its journey through the DI Creative Process. Be sure that each of your team's answers is within the character limit for that question.

12. Below the Brief Description of Scored Elements section, you will find the Team's Use of Generative Artificial Intelligence section of the Tournament Data Form. Please use this section to provide information about if/how your team members made use of Generative AI resources in the creation of their Team Challenge solution. **Note that all teams must complete this section, whether or not Generative AI was used.**

13. For each of the three sections (Skills, Inspiration, and Direct Output), please use the drop-down menu to indicate whether or not your team used Generative AI in this way. If yes, please provide a brief explanation in the text box provided.

14. Once you have completed each question on the Tournament Data Form, you will notice that each section of the Summary box has updated and the text has turned from red to black.

15. To continue on to the Expense Report, click the blue Continue button at the bottom of the Tournament Data Form. Alternatively, you can click on the “Back” button on the top of the page to navigate back to the “My Team Tournaments” page.

Completing the Expense Report

1. Teams participating in all Team Challenges will need to complete the Expense Report. From the My Team Tournaments page, click on the pencil icon in the "exp" column to edit an Expense Report for a particular team. (If you clicked "Continue" at the bottom of the Tournament Data Form, you've already navigated to the Expense Report page!) If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.

2. At the top of the fillable Expense Report, you will see your Team Challenge, competition level, and your team's information.

3. Under the red line, you will see a running total of the cost of your team's solution.

4. Using the drop down menu, you will also be able to change the currency, if necessary.

5. Below the currency drop down menu, you will see the total cost of your team's solution in US Dollars. Keep in mind that the team budget listed in the Challenge is in US Dollars.

6. Item costs should be entered in the currency used to purchase them. The Expense Report will adjust the total to US Dollars for you, based on the exchange rate from August 1, 2025, per Rules of the Road.

7. To add items to the Expense Report, click “Add Expense.”

8. Fill out the information in the pop-up window for a single item and click “Save” to enter the item into your Expense Report. Notice that you can alert your Appraisers about how you arrived at the price you indicate by changing the “Method” using the drop-down menu. If an item is exempt from cost, you must enter the Method as “exempt.”Explanations of these methods can be found in Rules of the Road, Sections VII.G and VII.H. In the “Item” field, write a brief description of the item or material. In the “Where Used” field, write a brief description of where the material is used in your solution (for example, a specific prop or costume). You will need to fill out the pop-up window for each item in your team’s Presentation.

9. The entered item will appear on your team’s Expense Report.

10. To add additional items to the Expense Report, repeat steps 7 and 8. As you add items, notice that the total at the top of the page is updated. To edit an item, click the pencil icon to the left of the item. To delete an item, click the red X to the right of the item. Clicking on the green arrows will reorganize the list according to the value. As you add items, notice that the total is updated.

11. Once you have finished entering all items used in your team’s Presentation, check the Total at the top to be sure your team has stayed within your team budget for your Challenge. If your team has exceeded the budget, you will see a message next to “Cost in US Dollars.” If this is the case, your team will need to make changes to ensure that your Presentation is within the budget.

12.

Alternatively, if your team would like to import your expenses from a spreadsheet, you may choose to do that by clicking “Import Expenses” under the running total. **Your file must be in .csv format.**

13. Before you upload your spreadsheet, be sure the information is in the correct columns. Your spreadsheet should include Method, Item, Where Used, and Value columns. Values should be expressed to 2 decimal places and should NOT include the currency notation. The Method for each list item must be one of the following:

14. Click “Choose File” to choose the .csv file from your computer. The name of the file will populate. Click “Select File” to upload.

15. To download a copy of your expenses, click “Export Expenses.” This will download a .csv file for your records.

16. Your team should submit copies of your receipts to show how you arrived at your team’s Expense Report figures. You can upload your receipts at the bottom of the Expense Report page. Your receipts must be in the format of an image or PDF. Each PDF may include more than one receipt and may be more than one page, if necessary. (Note: There are many online tools your team may use to combine files into a single PDF.) You may upload up to 5 files.

17. To upload, you will need to click “Choose File” and then select the file you wish to upload. Click “Open.”

18. The file name will show in the text box.

19. Be sure to click “Upload” to add the image or PDF to your Expense Report. If your file has uploaded correctly, you will see a small icon next to the Attachment prompt.

20. Attempting to upload an unsupported file type will result in an error message.

21. To continue on to the Prep Checklist, click the blue Continue button at the bottom of the Tournament Data Form. Alternatively, you can click on the “Back” button on the top of the page to navigate back to the “My Team Tournaments” page.

22. On the “My Team Tournaments” page, you will notice that the color for your team’s Expense Report has changed from light gray (not started) to red (unsubmitted).

Completing the Prep Checklist

1. Teams participating in all Team Challenges will need to complete the Prep Checklist. From the My Team Tournaments page, click on the pencil icon in the "tc prep" column to edit a Prep Checklist for a particular team. (If you clicked "Continue" at the bottom of the Expense Report, you've already navigated to the Prep Checklist page!) If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.

2. At the top of the Prep Checklist, you will see your Team Challenge, competition level, and your team's information. Below that, you will find information about your tournament, including the level of tournament (Regional, Affiliate, Global), the format (in person or virtual), any pre-check deadlines, and the tournament date.

3. In the Forms section, you will see a reminder about all of the forms your team needs to complete for Team Challenge. You can access the Tournament Data Form or the Expense Report by clicking the corresponding hyperlinks or by navigating back to the “My Team Tournaments” page.

4. You will need to certify that your team has reviewed the Published Clarifications for your team Challenge by checking the box in the Clarifications section. If your team has not reviewed the Published Clarifications, be sure to click the blue hyperlink. This will take you to the Clarifications page for your Team Challenge.

5. You will need to certify that your team’s solution is safe and does not include any prohibited items. You will do this by selecting “Yes” in the drop down menu. If you select “No,” the Prep Appraiser may contact you for more information. (See Rules of the Road, Section VII.I.3 for more information.)

6. If your team is planning to use any of the materials listed below in your Presentation, you will need to provide a brief explanation in the provided text box.

7. If your team is planning to use chemicals in your Presentation, you should provide a link to the SDS for each chemical. Simply copy the link and paste it into the text box. You may also include an explanation of how the chemical will be used in the Presentation.

8. If your team is planning to use compressed and/or pressurized air/gasses in your Presentation, please provide an explanation for how the materials will be used safely in your solution.

9. You will need to certify that all team members will wear shoes or foot coverings during the tournament.

10. You will need to certify that your team has reviewed its solution to ensure all required elements are included. You will do this by checking the box in the “Checklist of Required Elements” section. Note that the required elements will change based on the Team Challenge your team has chosen.

11. Next, you will need to fill out the Declaration of Independence section. You will see a list of team members who have been entered into the Resource Area. Check the box next to each team member who contributed to the Presentation. Note that you can click the blue hyperlink to fix any errors in the list of team members.

12. Below the Team Members section is the Team Managers section. You do not need to select anything here, but you should check to make sure the information is correct. Note that you can click the blue hyperlink to fix any errors in the list of team members.

13. You will need to answer the Interference questions on behalf of your team members and to the best of your knowledge. In the parentheses, you will see your name in bold. Use the drop down menus to select an answer for each question. If you answer “No” to any of the three questions, please explain in the long answer text box. Be sure to answer “none” in the long answer text box if you have answered “Yes” to all three Interference questions. This will prevent the system from reporting an issue when you submit the Prep Checklist.

14. If your team chooses to upload a script of the Presentation, you may do so in the next section. You will choose the file from your computer. Be sure to click “Upload” to add the PDF file of your team’s script to the Prep Checklist. If your file has uploaded correctly, you will see a small icon next to the Script prompt.

Starting the Submission Process for Tournaments WITHOUT a Pre-Tournament Check

1. Be sure to read all information in the "Submitting Your Team's Forms" section. If your tournament is not implementing a pre-tournament check, this section will let you know how your team's information will be reviewed. The Prep Area Appraiser will review your team's information on the day of the tournament.

2. Once you have completed the Tournament Data Form, Expense Report, and Prep Checklist, all that is left to do is submit your team's information to the tournament! you will need to click "Submit" at the bottom of the Prep Checklist in order to start the submission process. (Once you've clicked "Submit," skip to Finishing the **Submission Process for All Teams** to continue the process.) Note that you do not need to complete all of your team's forms at one time. Your information will save automatically, so you may complete smaller sections and return to the form later to finish and submit.

Starting the Submission Process for Tournaments WITH a Pre-Tournament Check

1. Be sure to read all information in the “Submitting Your Team’s Forms” section. If your tournament is implementing a pre-tournament check, this section will let you know the deadline by which your team must submit all information for the pre-tournament check, as well as the procedure for receiving feedback on your team’s forms.

2. Once you have completed the Tournament Data Form, Expense Report, and Prep Checklist, all that is left to do is submit your team’s information to the tournament! You will need to click the “Submit” button at the end of the Prep Checklist in order to start the submission process. Next to the “Submit” button, you will see a note that tells you how many days remain to submit. Note that you do not need to complete all of your team’s forms at one time. Your information will save automatically, so you may complete smaller sections and return to the form later to finish and submit.

Finishing the Submission Process for All Teams

1. If there are any errors in your team's submission (Tournament Data Form, Expense Report, or Prep Checklist), you will get a notification after clicking the "Submit" button in the Prep Checklist. To fix an issue, click on the blue hyperlink next to the error. This will take you back to the appropriate form so that you may edit your team's submission. If the severity column says "error," this means that you must fix the issue in order to submit your team's information. If the severity column says "info," the notification is for your information. You do not have to fix the error in order to submit, but, depending on the issue, your team may be contacted by the Prep Appraisers about the issue, or your team may receive a deduction. Keep in mind that some inputs are optional, but you may still receive an "info" notification. Notice that the "Submit" button is grayed out if there is an error that must be resolved.

2. If the system found no issues with your team’s submission, or once all errors are resolved, you will see “no issues found,” and you will be able to click the blue “Submit” button.

3. Once you have submitted your team’s forms, on the “My Team Tournaments” page, you will notice that the “tdf,” “exp,” and “tc prep” buttons for your team’s submission have turned yellow. The icon has changed from a pencil (edit) to a form (view). This means that your forms have been successfully submitted to the tournament. If your tournament is offering a Pre-Tournament Check, the Prep Appraiser can begin reviewing your team’s submission and you will receive information from the prior to the day of the tournament. If your tournament is NOT offering a Pre-Tournament Check, your team’s forms will be reviewed at the tournament in the Prep Area. (For tournaments WITHOUT a Pre-Tournament Check, skip to **Scoring and Beyond**.)

The Prep Process for Teams WITH a Pre-Tournament Check

1. Once your team’s forms have been submitted to the tournament, you will notice that a phone icon appears in the “tc msgs” column.

2. Clicking on the phone image will bring you to the Resource Area Messaging System for your Team Challenge. This messaging system can be used for communicating with your Appraisal Team. The messages sent through this system will be accessible ONLY to the Team Manager of record and the members of the Appraisal Team and Tournament Team. No other teams will have access to your messages sent through this system.

3. If you have a message from the Prep Appraiser or other member of the Appraisal Team or Tournament Team, the Team Manager of record will receive an email notification similar to the one below. The email will include the message from the Appraisal Team. **Do not reply to this email. It is not monitored.**

4. To reply to the message, the Team Manager of record will need to log into the Resource Area, navigate to the “My Team Tournaments” page, and click on the phone icon in the “tc msgs” column for the appropriate team. On the right side of the page, you will see all messages that have been sent between you and the Appraisal Team.

5. To send a message back to the Appraisal Team, use the text box on the left side of the screen. Type your

message into the box and click “Send.” Your message should then show up in the message thread on the right.

6. It may be helpful for you to see any issues that were identified by the Resource Area when you submitted your team’s forms. To see the issues, click the box next to “show issues” under your team’s information. This will pull up a list of issues that were identified.

7. The Prep Appraiser will review the content of your team's forms and let you know if there are any issues with your team’s submission. If there are any issues, the Prep Appraiser will contact your team through the Resource Area Messaging system. The Team Manager of record will receive an email notification, and the color for your team’s forms will change from yellow to orange, signifying that your team must

resubmit your information. You will also notice that the icons change to pencils, signifying that you are able to edit your team's information.

8. If the Prep Appraiser puts your team in the resubmit state, your team will need to update your submission as indicated by the Prep Appraiser. Once changes have been made, you will need to click "Submit" at the bottom of the Prep Checklist. You will notice that the text next to the Submit button indicates that your submission is overdue. However, this should pose no issue to your team, as you are already in contact with the Prep Appraiser.

9. After clicking "Submit," the Resource Area will check your forms again for any errors. This is the **same process** you went through when submitting your forms for the first time. Once all errors have been fixed, you will need to click the Submit button at the bottom of the page to send your updates to the Prep Appraiser.

10. On the "My Team Tournaments" page, you will notice that the color for your team's forms has changed from orange to yellow, signifying that your team has submitted the updated information to the Prep Appraiser.

11. This process may be repeated several times until the Prep Appraiser has approved your team's forms for the tournament. Once this Pre-Tournament Prep Appraiser has approved your forms, they will change your team's status to "pre-checked," which will change your forms to blue on the "My Team Tournaments" page.

Instant Challenge

1. On the “My Team Tournaments” page, click on the pencil icon in the “ic prep” column to edit an Instant Challenge Prep Checklist for a particular team. If you manage more than one team, always be sure to double check that you are entering the correct information for the correct team.

2. This will bring you to the Prep Checklist for your Instant Challenge. At the top of the page, you will see your Team Challenge, competition level, and your team’s information. Below that, you will find information about your tournament.

3. You will need to fill out the Declaration of Independence section. You will see a list of team members who have been entered into the Resource Area. Check the box next to each team member who will participate in the tournament. Note that you can click the blue hyperlink to fix any errors in the list of team members.

4. Below the Team Members section is the Team Managers section. You do not need to select anything here, but you should check to make sure the information is correct. Note that you can click the blue hyperlink to fix any errors in the list of team members.

5. You will need to review the Instant Challenge Promise with your team and then certify that your team intends to honor the promise.

6. You will need to declare whether or not your team knows anything about the Instant Challenge you will be presented at the tournament. Instant Challenge Appraisers at the tournament will confirm with your team that this answer has not changed.

7. Review the Next Steps section of the Instant Challenge Prep Checklist. All tournaments will check this information during the tournament. There is no Pre-Tournament Check for the Instant Challenge Prep Checklist.

8. To submit the Instant Challenge Prep Checklist, click “Submit” at the bottom of the page.

9. After clicking Submit, the Resource Area will check your team's IC Prep Checklist for errors. Once all errors have been fixed, you can click the blue "Submit" button at the bottom of the page to send your team's information to the tournament. Remember, there will be no Pre-Tournament Check of the Instant Challenge Prep Checklist. Your team's information for Instant Challenge will be reviewed at the tournament.

10. Note that teams will not receive Raw Scores for Instant Challenge. Instant Challenge Scores will be made available when final scores are released for your tournament.

Schedule Requests

1. If your team wishes to submit a schedule request, you can do that from your “My Team Tournaments” page in the Resource Area. Click on the calendar icon in the “Sched” column. Be sure to verify the team for which you are making the request.

2. Once on the Schedule Request page, choose the type of request from the drop-down menu.

3. Time requests allow your team to inform the Tournament Director if your team can only attend the tournament after and/or before specific times of the day. Select “time request” in the drop-down menu and click “Add Request.” In the request line that appears, you can enter a time by which you are able to arrive and/or a time by which you must leave the tournament.

4. Team-kid requests allow your team to inform the Tournament Director if any team members are also competing on another team at the same tournament. Select “Team-kid request” in the drop-down menu and click “Add Request.” In the request line that appears, you can select the other teams to avoid scheduling conflicts.

5. Team-family requests allow your team to inform the Tournament Director if any team members have family members who are competing on other teams at the tournament. Select “Team-family request” in the drop-down menu and click “Add Request.” In the request line that appears, you can select the other teams to avoid scheduling conflicts.

6. Other requests allow your team to make schedule requests that do not fit into any of the above categories. Select “Other” in the drop-down menu and click “Add Request.” Then enter your request in the text box that appears in the request line.

Accommodation Requests

1. Destination Imagination is committed to ensuring that all participants are given the support needed to have a full and meaningful experience. If your team has an access need for a tournament, please use the **Tournament Accommodation Form** to submit your accommodation requests to DIHQ.

2. Your Tournament Accommodation Request will be reviewed by the Educational Experience Team at DIHQ and an answer will be emailed to the Team Manager of record, or the party submitting the request (based on the information provided on the form). Please ensure that any necessary details are included so we can best support your team in their access/accommodation needs.

Scoring and Beyond

1. At the tournament, your team's forms will be reviewed by the Prep Area Appraiser in the Prep Area just prior to your Presentation time. This will happen regardless of whether or not your tournament is implementing a Pre-Tournament Check. The Prep Area Appraiser will go over any issues they see with your team and will help your Team Manager fix the issue, or will make a note to the Appraisal Team through the Resource Area. Once the Prep Area Appraiser has reviewed your team's submission and approved it at the tournament, they will move your team's submission into the scoring phase of the tournament. When this happens, you will notice that the color for your team's forms will change to green.

2. Once the Appraisal Team has evaluated your team's Presentation, the Team Manager of record will receive an email notification letting you know that your Raw Scores and Sticky Note feedback comments are ready. The email will include hyperlinks to click to access your team's Sticky Notes and Raw Scores. Generally, you will receive this message after meeting with the Head Appraiser to review your team's Sticky Notes and Raw Scores.