

Traveling:

___ Have parents of students sign the permission slip to travel, required by most schools

___ Give your school the generic invitation to the BEST Tournament, which will come by email, OR ask for a personalized invitation (please ask at least 2 weeks prior to tournament)

___ Make sure each student has the BDZ student discount card

___ Research train schedules and decide how many nights you will need to stay in the tournament location

Registering:

___ Finalize how many students you will have attending the tournament.

___ Transfer your registration fees to the BEST bank account, and email a picture of the receipt to info@bestfoundation.bg. In the same email, give us information on who to make the invoice out to.

___ Enter your team's information into SpeechWire and ask students to confirm they're correctly registered for their chosen events. Do this BEFORE registration closes.

___ Fill out the Team Roster & Hotel Spreadsheet using only two names (first and last) for Latin and two names for Bulgarian for your students

___ Send pictures of the [photography release](#) forms for all student competitors to info@bestfoundation.bg in a single email with your school's name in the subject line.

___ Apply for transport funding assistance by filling the Scholarship Form.

___ Ensure your judges fill out the Judge Sign-up Form form so they can attend.

Planning:

___ Begin recruiting your judges and chaperones early.

___ Practice, practice, practice!

___ Check debate motions, which should have been posted on the tournament portal.

___ Fundraise! Work with your team to plan fundraisers.

___ Notify your school's principal that BEST events are included in the Ministry of Education and National Palace of Children's calendar for extracurricular events.