

Note: This guide is applicable for in-person tournaments. Until further notice, NYPDL tournaments will be online because of the coronavirus pandemic. Online tournaments are hosted by the league, not a specific school.

## How to Run a Parli Tournament For a Host School

We greatly appreciate your school's interest to host a Parli tournament! Please find basic procedure and logistical details below, and as always, feel free to email [nyparli@gmail.com](mailto:nyparli@gmail.com) with any questions!

- It is super simple to host a Parli tournament. By hosting you don't have to pay a registration fee for any of your teams and you get a cut of the profits!
- **1½ months or more before the tournament**
  - Contact the NYPDL Executive Director, Michael Ding, ([michael.ding21@trinityschoolnyc.org](mailto:michael.ding21@trinityschoolnyc.org)) and ask him what dates work for a tournament. Then, all you really have to do is book space, and the NYDPL will handle all of the other logistics.
  - Contact your school's administration and your school's building services head and see if your school has space to host a tournament.
    - a. If you need chaperones or an adult present make sure you arrange for an adult to be there.
    - b. Try and book the tournament for Friday (4 PM - 8 PM or as late as possible) and Saturday (8 AM - 8 PM or as late as possible), though if your school only has availability for one day that is perfectly acceptable.
    - c. Try and book at least 35 classrooms for debates and one large common space (theater, library, cafeteria, student lounge, even chorus room). If you cannot book a large common space try and book two additional classrooms for the debaters.
- **2 weeks before the tournament**
  - Once space has been booked contact the NYPDL and send them a list of all of the classrooms booked, the wifi password, and nearby pizza places (the board will handle all costs and ordering of pizza and trophies).
- **At the tournament**
  - Members of the NYPDL will help check participants in and will collect all money. They will also occupy two rooms, one for tab and one for a judge's lounge. Additionally, league members will also sell snacks and set up lunch. While the tournament is taking

place, one student from the host school will most likely be in communication about logistical or minor issues with the tab director and should not be debating.

- **One to two weeks after the tournament**

- After the tournament and after all money has been received the league will send a check to the host school with 25% of all profits.