

(SAMPLE FORM FOR COORDINATOR'S USE)

**TEACHERS' INSTRUCTIONS**

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*Coordinators should mail or email information regarding the regional tournament to teacher coaches at least two - three weeks prior to the competition to allow teachers enough time to arrange for transportation and permission slips. Feel free to modify this sample to fit your needs; you may also want to include a map.*

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To: Mock Trial Teacher Coaches - [list schools in your region]  
Re: Region [number] Information  
From: [coordinator name(s)]

Welcome to mock trial! We have [number] schools competing in the [name] regional scheduled for Saturday, February 9, 2013.

Location: Our regional tournament will take place at the [name of building], [address, special entrance, directional and parking instructions]

Times: Teams should plan to arrive at [time]. Team rosters should have been submitted to the State Bar by February 3, 2012. Each team is responsible for providing additional rosters to the presiding judge and opposing team in each trial round.

Round One starts at [time]. Teams must be in their assigned courtrooms no later than 15 minutes prior to the start of the round.

Schedule: The first round will be randomly assigned and all subsequent rounds will be power-matched using the Wisconsin Mock Trial Scoring Software. The approximate schedule for the day will be:

Please report to room [number] following the last round of the day. After final scores have been tabulated, the regional winner will be announced. In the case of a tie, the play-off round(s) will be held on Saturday, February 18, at a place to be determined.

Lunch: Please bring sack lunches. There are vending machines in the courthouse and [specify nearby fast food restaurants and availability of vending machines].

Coordinators: Your coordinator(s) is/are [name(s) and phone number(s)].