

Congratulations on winning your sectional!

Please review all the information in this document including State Final Instructions, emergency procedures, state site information, brackets, press release, team photo information and state t-shirt pre-order information.

In addition, please do the following:

1. New this year, your regional entry form now serves as the pass gate form. This was generated when your coach completed their roster information prior to the regional. Those not listed on the regional entry form will not be admitted for free into the State Tournament.
2. Please complete and fax the Emergency Contact Sheet for your team to the IESA as soon as possible to 309-829-0625.
3. It is also possible for you to sign-up for text alerts regarding the status of the tournament. To do this, you will need to log-in to the IESA Member Center and click on the "Register for IESA Text Alerts" link.



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

2017-2018 INSTRUCTIONS TO GIRLS BASKETBALL STATE TOURNAMENT TEAMS

FAX THE EMERGENCY CONTACT INFORMATION TO THE IESA AS SOON AS POSSIBLE.

I. Tournament Schedule

- A. The top team in the bracket is the home team.
- B. Games will be played according to the schedule. A copy of the schedule has been included with this email. The schedule is also posted to the IESA website at www.iesa.org. Games will not be played ahead of schedule.

II. Team Uniforms

- A. The top team in the bracket is the home team and ***will wear white jerseys***. However, it is recommended that you bring both your home and away jerseys to all games that you will be playing.
- B. Do not use string, ribbon, or yarn to make adjustments to your playing jerseys. Tape or Velcro closures are acceptable.
- C. If your team wears shirts under their jerseys, please make sure that the undershirts are the same color as the predominant color of the uniform.
- D. Review the Headband/Wristband and arm/leg sleeve rules with your team.

III. Tournament Information

- A. For each game that you play in the state tournament, please go on-line to complete the Rating of Contest Officials and the Sportsmanship Rating forms.
- B. Set a good example for player and spectators to follow.
- C. Respect the integrity and judgment of game officials, and accept their decisions graciously.
- D. Respect the integrity and personality of the individual athlete.
- E. **The head coach and captains are required to attend the pre-game meeting with the officials.**
- F. **It is recommended that coaches appear at all state series contests in appropriate attire. Baseball hats, jeans, sweatpants/yoga pants, etc. are not appropriate.**
- G. Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA or school may assess. Any coach ejected from a contest shall be ineligible for the next two interscholastic contests at that level or competition, and all other interscholastic contests at any level in the interim.
- H. The IESA and its Board of Directors strongly suggest an administrator or school representative (other than the coach) be in attendance at all contests.
- I. **Player Introductions:** For quarterfinal contests, all players will be introduced. For all remaining games, only starters will be introduced.

III. Player Introductions

A. Quarterfinal Contests

1. For quarterfinal contests, all players- starters and non-starters- will be introduced. The PA announcer will ask you to submit both your starters and non-starters prior to your contest.
2. Visiting team will be introduced first with non-starters being introduced prior to the starters. After each non-starter's name is announced, they should shake hands with the officials and opposing team head coach and then assemble in the free-throw circle in front of their team bench. They should remain in that area until all non-starters for their team have been introduced. After all non-starters have been introduced, the non-starters should return to the team bench for the introduction of the starters. The starters will then be introduced by G-G-F-F-C. After each starter's name is announced, they should shake hands with the officials and opposing team head coach and then assemble in the free-throw circle in front of their team bench. They should remain in that area until all starters for their team have been introduced. After all starters have been introduced, the starters should return to the team bench.
3. Home team will then be introduced and should follow the above procedure for their introduction.
4. After both teams have been introduced, teams will line up across the free throw line extended and walk forward to meet their opponents at half-court. At half-court, teams will shake hands and wish each other good luck. Head coaches will also meet at half court to shake hands. After shaking hands, both teams will return to their benches.

B. Semi-final/Consolation/Championship Contests

1. For semifinal/consolation/championship contests, only starters will be introduced. The PA announcer will ask you to submit your starters prior to your contest.
2. Visiting team starters will then be introduced first by G-G-F-F-C. After each starter's name is announced, they should shake hands with the officials and opposing team head coach and then assemble in the free-throw circle in front of their team bench. They should remain in that area until all starters for their team have been introduced. After all starters have been introduced, the starters should return to the team bench.
3. Home team will then be introduced and should follow the above procedure for their introduction.
4. After both teams have been introduced, teams will line up across the free throw line extended and walk forward to meet their opponents at half-court. At half-court, teams will shake hands and wish each other good luck. Head coaches will also meet at half court to shake hands. After shaking hands, both teams will return to their benches.

IV. Tournament Policies

- A. In regional, sectional, and state final tournament play, the host school shall not make its gymnasium or playing fields available to the visiting teams for practice sessions. Teams will be allowed 15 minutes of warm-up prior to the start of your game.
- B. During IESA state series tournament (regional, sectional, state finals) games, the displaying of signs, banners, placards, balloons, or constructed frames through which players run is prohibited. Such devices obstruct the view of spectators, are unsightly, and in many instances may become safety hazards. Local tournament managers should not permit these devices to be brought into the playing areas. (By-law 3.142)
- C. All noise-making devices shall be excluded from playing areas for all IESA state series tournament play. Tournament managers should not permit spectators to bring megaphones, radios, or tape players into the playing area of any IESA state series tournament contest. (By-law 3.143)

- D. **NEW** Only those listed on the regional entry form will be allowed into the IESA State Basketball tournament for free. Only teams participating in the State Tournament will receive free admission to the tournament contests in which they are participating. For example, your 7th grade team will receive entrance to the 7th grade tournament, but your 8th grade team would be required to pay the admission charge. As a reminder, IESA Activity Passes are **NOT** accepted during any level of state series play.
- E. All tournament play shall be single elimination with the winning team advancing from regional to sectional and from sectional to state level competition.
- F. **Crowd control.** While the host school for any activity must assume primary responsibility for the physical management of the activity, including providing for crowd control, this is a mutual responsibility. Visiting schools must also take such measures as necessary to ensure proper behavior on the part of their own students and spectators.
- G. **The Mercy Rule will be used in state tournament play.**
- H. Review the pre-game run-out policy.

IV. Tournament Extras

Please refer to the state tournament packet information given to you by your sectional host for site specific information.

- A. Please make your parents aware of the FanZone area on the IESA website. This area contains all the information that they will need when attending the state tournament.
- B. Your school may be contacted by Royal Publishing for solicitation information within your community.

IN CASE OF EMERGENCY OR INCLEMENT WEATHER DURING THE TOURNAMENT, CONTACT CHRIS FRASCO AT 309-706-3953. THIS NUMBER IS FOR COACHES AND ADMINISTRATORS ONLY.

PLEASE NOTE: OFFICIALS WILL BE STRICTLY ENFORCING RULES PERTAINING TO THE COACHES' BOX. PLEASE REVIEW ALL NFHS RULES REGARDING THE USE OF THE COACHES' BOX.



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

INCLEMENT WEATHER INSTRUCTIONS STATE TOURNAMENT TEAMS

I. Tournament Schedule- Delays and Rescheduling

- A. The status of all tournaments will be posted on the IESA website. Please check the IESA website before leaving for the tournament with your team.
 - a. If changes have been made to the playing schedule, they will be listed on the homepage of the IESA website- www.iesa.org
 - b. Additionally, check the scoreboard for your tournament. If game times or dates have been changed, those changes will be reflected in the tournament scoreboard.
- B. It is possible to sign up for text alerts from the IESA. Coaches and administrators may sign up for text alerts through the Member Center.
 - a. Text alerts will be used to communicate any weather delays.
 - b. Messaging fees may apply.

II. Prior to the Tournament

- A. Complete the enclosed form and return it to the IESA no later than **9 am on Friday.**
 - a. This is the information that will be used to contact your team regarding weather/tournament updates. IT IS CRITICAL THAT YOU COMPLETE AND RETURN THIS INFORMATION.

III. Day of Tournament

- A. Evaluate the road conditions and travel route.
- B. If you will be unable to reach the tournament site due to weather/road conditions, please contact Nicole Schaeftbauer at 309-310-7305. This number is for coaches and administrators only.
 - a. IF YOU WILL BE UNABLE TO REACH THE TOURNAMENT, PLEASE CONTACT NICOLE AS EARLY AS POSSIBLE.
- C. Check the IESA website for updates on the status of your tournament.

IV. Tournament Policies

- A. By-law 5.074: No state tournament series contest shall be forfeited due to weather conditions. If the administrator of any participating school determines the team can not reach the tournament site due to weather conditions, the tournament game(s) shall be rescheduled as soon as possible. Other contests scheduled on that particular date may still be held.

CHRIS FRASCO, IESA ADMINISTRATOR FOR BASKETBALL
CELL# 309-706-3953



ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

EMERGENCY CONTACT INFORMATION

FAX THIS FORM TO 309-829-0625

School Name: _____ **School Phone:** _____

Athletic Director
Name: _____

School Phone: _____

Home Phone: _____

Cell Phone: _____

Coach Name: _____

School Phone: _____

Home Phone: _____

Cell Phone: _____

Principal Name: _____

School Phone: _____

Home Phone: _____

Cell Phone: _____

Bus Departure Time: _____

Estimated Time of
Arrival: _____

Bus Cell#: _____



PRESS RELEASE

Illinois Elementary School Association

1015 Maple Hill Road, Bloomington, IL 61705

Date: December 7, 2017 Host School: Germantown Hill Middle School
IESA Contact: Chris Frasco
Phone: 309/829-0114 Contact: Mrs. Betsy Cunningham
Fax: 309/829-0625 Phone: (309) 383-2121

8-3A Girls State Basketball Tournament

Pairings are released for the twelfth Illinois Elementary School Association 8th Grade Girls' Class 8-3A State Basketball Tournament to be held at Germantown Hills Middle School in Germantown on December 9 and December 14, 2017. This is the 39th year of the IESA girls' basketball state tournament series. Scores will be posted on the IESA website (www.iesa.org).

Saturday, Dec. 9 (Quarterfinals)

Game 1 10:00 a.m. South Holland McKinley (11-5) v. New Berlin JHS (16-9)
Game 2 11:30 a.m. Tolono Unity (15-70 v. Piasa Southwestern (23-1)
Game 3 1:00 p.m. Watseka Glenn Raymond (21-2) v. Teutopolis (21-2)
Game 4 2:30 p.m. Farmington Central (23-3) v. Germantown Hills (21-2)

Saturday, Dec. 14 (Semifinals)

Game 5 5:00 p.m. Winners of Games 1 & 2
Game 6 6:30 p.m. Winners of Games 3 & 4

Thursday, Dec. 14 (Finals)

Game 7 6:00 p.m. Losers of Games 5 & 6 (Third Place)
Game 8 7:30 p.m. Winners of Games 5 & 6 (State Championship)

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Sectional Scores

Germantown Hills def. El Paso-Gridley , 34-9
Tolono Unity def. Warrensburg-Latham , 38-23
Teutopolis def. Tuscola East Prairie , 32-29
New Berlin JHS def. Auburn JHS at Divernon, 26-23

Watsaka Glenn Raymond def. Beecher , 19-15
Piasa Southwestern def. Pana JHS , 43-16
Farmington Central def. Sherrard JHS , 27-18
South Holland McKinley def. Sandwich , 31-29



2017
CLASS 8-3A GIRLS STATE BASKETBALL
TOURNAMENT PAIRINGS

South Holland McKinley

Game 1
10:00 a.m.
December 9

New Berlin JHS

Game 5
5:00 p.m.
December 9

Tolono Unity

Game 2
11:30 a.m.
December 9

Piasa Southwestern

Game 8
7:30 p.m.
December 14

Watseka Glenn Raymond

Game 3
1:00 p.m.
December 9

Teutopolis

Game 6
6:30 p.m.
December 9

Farmington Central

Game 4
2:30 p.m.
December 9

Germantown Hills

Game 7
6:00 p.m.
December 14

CHAMPIONSHIP

THIRD PLACE

IESA Cheerleading Rules

Girls' and Boys' Basketball Seasons

Please share this information with your school's cheerleading coach as these rules apply to all performances during regular and post-season basketball games.

NFHS rules must be followed.

1. During play, only 12 cheerleaders may be cheering on the sideline/end line at one time provided the space can safely accommodate 12 cheerleaders. A game official may always ask for the sidelines and/or end lines to be kept clear and this number may be reduced for the safety of the players. During full timeouts, between quarters, and at halftime, more than 12 cheerleaders may perform provided the squad can complete their performance without stopping or delaying play.
2. Squads may not perform basket tosses or double full twisting dismounts.
3. Officials must be given room to move along the sidelines and baselines.
4. Athletic shoes must be worn; gymnastics slippers or shoes rated for gymnastics floors are not permitted.
5. Flyers may not have signs with sharp corners or be made of solid material.
6. A twist to a cradle (including log rolls) must not involve more than one rotation - this is permitted only on appropriate mats, grass, and rubberized/soft-yielding surfaces.
7. Stunting while the basketball is in play is not permitted; this includes free throws.
8. The free throw line extended must remain clear of cheerleaders.
9. Head-over-heels stunts are not permitted except as outlined in NFHS Rules 2-9-1 and 3-6-3.

NFHS Rule 2-1-10

Cheerleaders must remain outside the playing area during a 30-second or less time-out and whenever the ball is in play.

NFHS Rule 2-1-12

Cheerleaders may not stand behind the free throw lane extended during a basketball game - THIS APPLIES FOR THE ENTIRE GAME. Cheerleaders are permitted to stand on either side of the free throw line extended.

NFHS Rule 2-3-1

Jewelry may not be worn.
Religious or medical medals must be taped to the body.

NFHS Rule 2-3-3

Hair must be worn in a manner that does not interfere with the safe execution of a stunt or tumbling. Long hair that is not secured presents significant risk during partner stunts, pyramids, tosses and airborne tumbling. Hair devices and accessories must be secured out of a cheerleader's face and appropriate for the activity.

2017 IESA CLASS 8AAA
GIRL'S BASKETBALL
STATE TOURNAMENT
DECEMBER 9 & 14 2017



HOSTED BY:
GERMANTOWN HILLS MIDDLE SCHOOL
GERMANTOWN HILLS, ILLINOIS
(309) 383-2121 Extension 244

December, 2017

Sectional Winner:

On behalf of Germantown Hills School District #69 and the community of Germantown Hills, we would like to congratulate you on your Sectional Championship. We wish you the best of luck in the 2017 Class 8AAA State Tournament that will be held here at Germantown Hills Middle School in Germantown Hills, Illinois.

Enclosed you will find a copy of the following:

- Map of the school
- General information about our tournament location- Parking, team bus and fan bus parking, fan seating, supervision, etc.

Please fill out the Pass Gate form and return to Germantown Hills Middle School immediately. You can fax the form to (309)383-4739 or email a copy to Betsy Cunningham (bc_coach@ghills69.com).

Please familiarize yourself with the information provided in the handbook and contact us regarding any questions or concerns. Again, congratulations on your great accomplishment.

Sincerely,

A handwritten signature in black ink, appearing to read "Dimitri Almasi". The signature is fluid and cursive, with the first name "Dimitri" and last name "Almasi" clearly distinguishable.

Dimitri Almasi
GHMS Principal
Enclosures

**2015 IESA CLASS 8AAA GIRLS STATE BASKETBALL TOURNAMENT
@ GERMANTOWN HILLS MIDDLE SCHOOL
DECEMBER 9th and 14th 2017**

Game 1	Dec. 9	10:00am	Winner Sect. 2 vs. Winner Sect. 6
Game 2	Dec. 9	11:30am	Winner Sect. 5 vs. Winner Sect. 8
Game 3	Dec. 9	1:00pm	Winner Sect. 3 vs. Winner Sect. 7
Game 4	Dec. 9	2:30pm	Winner Sect. 4 vs. Winner Sect. 1
Game 5	Dec. 9	5:00pm	Winner Game 1 vs. Winner Game 2
Game 6	Dec. 9	6:30pm	Winner Game 3 vs. Winner Game 4
Game 7	Dec. 14	6:00pm	Loser Game 5 vs. Loser Game 6
Game 8	Dec. 14	7:30pm	Winner Game 5 vs. Winner Game 6

TOURNAMENT INFORMATION

Tournament Contact

Tournament Co-Directors:

Dimitri Almasi, Principal, Germantown Hills Middle School
Betsy Cunningham, Athletic Director

Germantown Hills Middle School Phone # (309)383-2121 Ext. 244

School Fax # (309)383-4739

Dimitri Almasi Emergency Phone # (309)712-3924

Betsy Cunningham Emergency Phone # (309) 397-9771

Pass Gate

- Gates will open exactly one hour before the first game of the day.
- The regional entry form is the pass gate and only those listed on the regional entry form will be allowed in free.
- The pass gate will be located next to the administration entrance on the north side of the building.
- IESA pass for IESA Staff, IESA Media, and IESA Board of Director will be the only other passes accepted

Team Buses

Team and fan buses should unload and load outside the north entrance. Buses should park in the upper parking lot on the west side of the building (you will pass this lot as you enter the school grounds). We suggest that fan buses have one representative enter and pay for entire bus and we will give you bands or tickets for all to enter at one time. This will help to get them through the gate in a timely manner.

Parking

- There will be reserved parking just west of the main entrance for the officials.

Bus Parking – Buses should park in the upper lot in front of the school after dropping off.

- General Parking – parking will be available outside the main entrance on the north and east side of the building closest to route #116.

Teams

- Each team will be met at the entrance by a tournament host. This host will be available for the duration of the tournament. Your host will direct you to your dressing room (before and after the game), and lead you to the gym prior to the game, etc. Consider your host your primary contact during the tournament.
- Each team will be assigned a dressing room. Your host will direct you to your dressing room.

Please keep valuables in a safe place, other than the locker room.

Germantown Hills Middle School will not be responsible for lost or stolen articles.

We strongly suggest your student body not bring iPods, DS, or any other technical toys. Germantown Hills Middle School will not be responsible for lost or stolen items.

Locker rooms will not be locked.

- The top team in each bracket will be considered the Home Team. The bottom team in each bracket will be considered the Visiting Team.
- Home Team will be assigned the bench on the left (NORTH) of the official scorer. Visiting Team will be assigned the bench on the right (SOUTH) of the official scorer.

***Note: No coolers or food will be allowed into the building.
Only water will be allowed in the gym. No Gatorade or soda in the gym.***

Photographer

The IESA has arranged for Event Pro Photography to serve as the state photographer. Your tournament host will escort your team/coaches to the photo area. Pictures will take place before your scheduled game time, so plan your arrival accordingly.

Warm-Ups

- Warm-ups will begin 15 minutes before scheduled game time. Players may not enter the court before that time.
- The tournament will run on schedule barring over-times, double over-times, etc. If a game finishes early, we will continue to follow the scheduled start times for games.

Note: Do not bring basketballs – GHMS will provide basketballs for warm-ups.

Player Introductions

All players on the roster will be introduced at the start of the team's first game on Saturday. Starting players will be introduced each game after that.

Admission Prices

- There will be no advance ticket sales or reserved seating.
- All ticket prices are established by the IESA:

Saturday Admission (All Day Pass)

Adult \$7.00
High School \$7.00
Senior Citizen \$3.00
Grades K-8 \$3.00

Thursday Admission

o Adults \$5.00 o
o High School \$5.00 o
o Senior Citizen \$2.00
o K – 8 Students \$2.00

Tickets will go on sale one hour before the first game on each tournament day.

Programs

- Tournament programs will be sold in the main foyer outside the gym throughout the tournament.
- The price of tournament programs is \$5.00.

Fan Seating

- There is no reserved seating.
- Fan sections will be indicated by signs for each school. Please sit in your schools designated section.
- IESA rules prohibits the displaying of signs, banners, etc. and the use of mechanical noise makers (including megaphones, radios, tape players, etc.)
- **We strongly suggest your student body not bring iPods, DS, or any other technical toys. Germantown Hills Middle School will not be responsible for lost or stolen items.**
- School administrators and personnel should remind fans of these rules, as well as maintaining good sportsmanship at all times.

Supervision

- Germantown Hills Middle School will provide supervision. All spectators are expected to adhere to their requests. **Visiting schools must take such measures as necessary to insure proper behavior on the part of their own students and spectators.**
- Each school is also expected to have an administrator / supervisor to maintain their own district policy..

- All fans must stay off the gym floor. Fans may meet their team after the game in the commons area outside the gym
- We appreciate your help in keeping your fans off the gym floor.

State Tournament Clothing

- State Tournament clothing will be sold throughout the tournament by Cubby Hole. Clothing sales will be located in the Multi-Purpose room just east of the main foyer. (There will be signs directing you to this room.) Prices are not available at the time of this printing.

Smoking Policy

- There is **NO SMOKING** allowed on school grounds. This policy will be enforced.

Concessions

This is a tentative menu of food and drinks that will be available. We will do our best to provide an appropriate menu for all involved.

Michael's Sandwiches (Saturday Day)
 Hot Dogs
 Pizza (Saturday evening and Thursday night)
 Popcorn
 Candy
 Granola Bars
 Bottled Water
 Bottled Pop
 Sport Drink

Hospitality Room

- There will be a hospitality room for administrators, coaches, bus drivers, officials, IESA personnel and spouses.
- The hospitality room will be located in the band room just outside the MPR.
- All drink and food should remain in the hospitality room. **This is an adult space and only for those named on the pass list.**

Cheerleaders

Cheerleaders will be responsible for their own belongings. Please keep valuables under a watchful eye, or in the possession of the cheerleading sponsor. It is strongly advised that iPods, DS, etc., not be brought to the tournament. **Germantown Hills Middle School will not be responsible for lost, broken, or stolen items.**

Awards

Awards will be presented immediately following the 3RD place and Championship games.

Media

- Members of the media will be admitted free of charge if they are on your Pass Gate or have an official IESA Media pass.
- Members of the media may not interfere with game play in any manner: no flash, no access to the court at any time during the game.

State-Wide Media

- Media sources will have access to scores posted on the Internet.

Restaurants in Metamora, Washington, Peoria Area (within 10 minutes)

- Fast Food includes:

McDonald's
Subway
Taco Bell
Chipotle

Burger King
Hardees
Popeye's
Qdoba

- Other Restaurants:

Kouri's
Red Robin
China Garden
Pizza Hut
Potbelly's
Noodles & Co.
Gracie's

The Grille
Michael's Italian Feast
Monical's
Geo's Pizza
Jersey Mike's
IHOP
The Flame

Local Lodging

Sleep Inn and Suites		Super 8 Washington
1101 N Cummings Lane		1884 Washington Rd. Washington, Il
Ph: 309-481-0450		Ph:800-536-0519
Embassy Suites		Holiday Inn
100 Conference Center Dr. East Peo-		101 Holiday Street, East Peoria
Ph: 309-694-0200		Ph: 309-698-3333
Motel 6 East Peoria		Baymont Inn and Suites Peoria
104 W. Camp St. East Peoria, Il		2002 West War Memorial Dr. Peoria,
Ph:309-699-7281		Ph: 309-686-7600

Lost and Found

A lost and found area will be located at the concession stand. You may also contact the Tournament Co-Directors for assistance in this regard.

Directions

Coming from East and West off of I-74.

Take Exit 95 towards Metamora/US-150 W/IL-116/ N. Main Str.

Turn towards Metamora onto US-150 W/IL-116/N Main St.

Follow IL-116 into Germantown Hills. There will be 3 stoplights. At the 3rd stoplight take a right. The school is visible from IL-116. Please follow the Drive on the left side of the building to the back where the main gym is located.

Germantown Hills Middle School fax number is: (309) 383-4739

Dimitri Almasi Tournament Director

Betsy Cunningham, Athletic Director

Office #: (309) 383-2121 option 4

Cell #: (309) 397-9771



***NEW Pre-Orders are now open to individuals for ordering**

GOOD NEWS! Pre-Orders are now open to individuals.

The Cubby Hole is happy to announce that we are now opening up the pre-order process for individuals. Our goal in doing this is to make it easier for you, the coach, and making pre-ordering more accessible for the parents of your students. We appreciate all of your help over the years with the pre-ordering process as it was, but we feel like this new process will ultimately mean less work for you and easier access to our products for your students and their parents.

How will it work?

1. Parent / Student will go to The Cubby Hole website www.cubbyholeonline.com and go to the pre-order section. They will select the sport in which they are pre-ordering items for and click the link.
2. There will be a specific buying window prior to the event that will allow people to purchase. The store will close a few days prior to the event so that there is time to fulfill the orders. At that time, no more pre-orders will be accepted. They will have the opportunity to buy at the event or at the online store after the event is over.
3. Once in the store, they will select the items they wish to purchase and check-out of the store. They will be required to pay with a credit / debit card at the time of purchase.
4. At events where The Cubby Hole is present, the parent / student will pick up their order from The Cubby Hole. At events where The Cubby Hole is not present, orders will be picked up as a team, by a team representative in the same manner as years past.

How will this affect me? What will be asked of you?

1. For most, helping us get the word out to your students about the new procedure and pointing them to our website is all that you will need to do. We will no longer have a need for the printable PDF or the form that you enter orders into. People will use the store to purchase and those orders will be processed from there.
2. For those that host events that we are not onsite for, there will still be the need to distribute the pre-ordered merchandise. We will have them grouped in teams and they will still be picked up by a team representative, as in years past. The only change is that there will be no money collected for these orders since they are pre-paid.

If you have any questions about how the process works or how you will be affected, please contact Paul Boente at paul@cubbyholeonline.com or call 800-235-2071.



**PLEASE PASS THIS IMPORTANT TEAM
PICTURE INFO & ATTACHMENTS TO
YOUR HEAD COACH ASAP**



COACH PICTURE INFO:

YOUR IESA OFFICIAL PICTURES NEED TO BE TAKEN SHORTLY AFTER YOU ARRIVE AT THE HOST SCHOOL ON SATURDAY. When arriving at the host school, please get dressed and report to the photo room as soon as possible. The team/individual photos take less than 10 minutes. The IESA requires each team to have its photo taken before its first game.

PHOTO PLAQUE COORDINATOR (instructions)

*Beautiful souvenir photo plaques are being offered and will be made during your game ready to take home.

***PLEASE SELECT A COACH OR A PARENT TO BE THE PHOTO PLAQUE COORDINATOR.**

1. There is a parent order form and an official team order form attached to this email.
 2. The coordinator needs to email (or hard copy send) the "Parent Order Form" home with players today.
 3. Instruct parents/players to bring the Parent Form & payment back to the coordinator by Friday.
 4. The coordinator transfers the "Parent" forms to the "official team" order form and hands it in with the payments to the photo room when arriving at the host school for your first game. *The coordinator should double check with any parents who did not order to make sure they saw the opportunity.
 5. At least 4 fully paid orders must be made to participate. Plaque order will be ready when your game is over
- *BONUS:** Turning your order in (with at least 4 fully paid orders) at the time of pictures qualifies the head coach for a team plaque for \$10. If a parent was in charge of order he/she can also order either plaque for \$10.

ENTIRE TEAM ORDER: Some schools will purchase a plaque for every player and coach. Ask your AD or principal if they wish to do this and pay for order with one school credit card or check before your game. Entire team orders qualify for a free team plaque for the school as well as 10% off entire order. Call 309-689-0299 with questions.





OFFICIAL TEAM ORDER FORM



SCHOOL NAME: _____ Coordinator Name _____

INSTRUCTIONS:

1. Complete this form and bring with payment to the photo room prior to the start of your first game.
2. Individual/Team Plaques cost \$35.. Team (only) Plaques cost \$30.
3. With 4 fully paid orders handed in at picture time, a **head** coach can get 1 **tm** plaque for \$10. Coach needs to complete one of the below lines and indicate \$10 under total paid. If a Parent was the order coordinator, they can also get 1 Ind/Tm plaque for \$10 and should indicate that price on the player's line under total paid.
4. You must have 4 fully paid orders for us print any.
5. Pay by Cash, Credit Card or check to "EVENT PRO" (If using credit card, include cardholder's cell phone # next to name).
6. Please pick up your order after your game at the photo area.
7. Double check spelling of player name and correct uniform#.

PRINT CORRECT PLAYER NAME	UNIFORM #	Qty	Qty	CREDIT CARD #	(on card back)	
					EXP/CVV ^	TOTAL PD
1. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
2. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
3. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
4. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
5. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
6. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
7. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
8. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
9. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
10. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
11. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
12. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
13. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
14. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
15. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
16. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
17. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
18. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____
19. _____	# _____	Ind/Tm _____	Team _____	_____	_____	_____ of _____ cvv# _____ \$ _____

TOTALS: IND/TM (QTY) _____ TEAM (QTY) _____ TOTAL PAID \$ _____



(PARENT) PLAQUE ORDER FORM



1. Choose product and quantity below.
2. Bring completed form and payment back to coach by Friday.
3. Pictures will be taken prior to your first game. All photo plaques will be delivered by the end of your first game.

Player name _____ Uniform # _____



6x8 Team photo mounted on wood Plaque = \$30
Quantity ordered _____



6x8 Individual/Tm photo on wood plaque = \$35
Quantity ordered _____

*Photo plaques will be sold on the day of your first game only

*Siblings may pose together and purchase one plaque.

*Questions? Email us at info@eventprophotography.net

