

Road to Championships- 2025-2026 Checklist

September 2025

- ☐ September 10, 2025- SFWGA Membership Registration Available (via [Competitionssuite.com](https://www.competitionssuite.com))
- ☐ September 25, 2025- WGI World Championships Registration Available (via WGI Director Login)
(<https://www.wgi.org/in-person-virtual-event-registration-info/>)
- ☐ WGI World Championships Hotel Should be Reserved (Good hotels go fast!)
- ☐ September 2025- Flights/Bus/Vans for WGI Should be reserved/deposits paid
(Visit <https://www.wgi.org/travel/> for discount information Delta/United/Enterprise information,
Also Southwest Airlines via Columbus/Indianapolis is a cost efficient choice)
- ☐ Build calendar of rehearsals, camps, competitions- Solidify facilities available
- ☐ Solidify your staff, any designers, choreographers or consultants & schedule them
- ☐ Create production timeline of your season (With your staff & design team)

October 2025

- ☐ October 2, 2025- WGI Regional Registration Available for World, Open, A (via WGI Director Login)
- ☐ October 9, 2025- WGI Regional Registration Available for Regional A (via WGI Director Login)
- ☐ New Floor Deposit Should be paid/Request invoice & pay if you are purchasing used floor
- ☐ Costume Deposit Should be paid (Reserve place in Production, finalize a bit later)
- ☐ Finalize Floor Design & Print
- ☐ Finalize Costume Design & Approve Production

November 2025

- ☐ Reserve Regional Hotels & Pay Deposits (WGI Tampa/WGI Stuart/WGI Buford)
- ☐ Reserve Regional Transportation & Pay Deposits
- ☐ Order Show Flags
- ☐ Finalize Prop Design & Buy Materials if needed

December 2025

- ☐ December 1, 2025- SFWGA Staff Information Forms Due for Badges, Last Day for Random Draw
(via CompetitionSuite website only- not on CompSuite app)
- ☐ December 15, 2025- SFWGA All Membership Forms & Standard Payments are Due
- ☐ December 31, 2025- WGI Participating Group Master Agreement

Participant Protection Requirements: Adult Supervisor List, Participant Protection Practices (3P)
– Course 1: *Setting the Standard* should be completed by all adult supervisors prior to working with participants.

Background Check Documentation -Should be completed by all adult supervisors prior to working with participants.

Independent Group Requirements: 1. Nonprofit incorporation, 2. Insurance

January 2026

- ☐ **January 16, 2026- WGI Tampa DUE 6 WEEKS BEFORE THE GROUP'S FIRST EVENT**
Performer Release Forms, Copyright Requirements. Spiel Sheet Information
(via CompetitionSuite site)
- ☐ January 12-16, 2026- Host Informative Parent Meeting- Pre-Premiere Prep- Logistics & Expectations
- ☐ January 22, 2026- SFWGA Premiere Music Upload Deadline (via CompetitionSuite site)
- ☐ **January 30, 2026- WGI Stuart DUE 6 WEEKS BEFORE THE GROUP'S FIRST EVENT**
Performer Release Forms, Copyright Requirements. Spiel Sheet Information
(via CompetitionSuite site)
- ☐ Pay any outstanding balances (Floor, Costumes, Hotels, Transportation, Rehearsal Sites)
Before start of competitive season, pay any designers or choreographers with open invoices

February 2026

- ☐ February 5, 2026- SFWGA West Broward Music Upload Deadline (via CompetitionSuite site)
- ☐ February 16-20, 2026- Host Pre-Regional Parent Meeting for WGI Tampa- Coordinate Volunteers
- ☐ February 18, 2026- WGI World Finals Backside Tickets Available (via WGI Director Login)
- ☐ February, 19, 2026- SFWGA Flanagan Music Upload Deadline (via CompetitionSuite site)
- ☐ February 20, 2026- WGI Hotel Confirmation & Payment Due (Via WGI Housing Service)
- ☐ February 25, 2026- 11:00pm- WGI Tampa Music Upload Deadline
(via CompetitionSuite site, your Music from separate from SFWGA account- need to upload!)
- ☐ WGI Rehearsal Site Reservations open mid-February (via WGI Director Login)
- ☐ Order Championship Retreat Goodies for your team(s)
- ☐ If attending World Championships, coordinate how to transport floor/props

March 2026

- ☐ March 2-6, 2026- Host Pre-Regional Parent Meeting for WGI Stuart- Coordinate Volunteers
- ☐ March 5, 2026- SFWGA Hialeah Gardens Music Upload Deadline
- ☐ March 11, 2026- 11:00pm- WGI Stuart Music Upload Deadline
(via CompetitionSuite site, your Music from separate from SFWGA account- need to upload!)
- ☐ March 26, 2026- SFWGA Prelims Stoneman Douglas Music Upload Deadline (via CompetitionSuite site)

April 2026

- ☐ April 2, 2026- SFWGA Championships Music Upload Deadline (via CompetitionSuite site)
- ☐ Finalize WGI Championships Itinerary & Host Parent Meeting- Make sure members, parents, chaperones, and staff are all on the same page with logistics