**To do list quiz bowl**

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1. Reserve rooms
	* Holding room – enough seating for entire registrant list plus parents/coaches
	* Contest rooms – 3 tables and 14 chairs (see picture)
2. Secure
	* Buzzer sets (one per contest room plus 2-3 extra)
	* Awards (team and individual if applicable)
	* Food for volunteers/contestants
3. Secure appropriate volunteers
	* Identify/select moderators & judges (use last year’s if possible)
	* Solicit volunteers for time keepers
	* Solicit volunteers for score keepers
4. Email volunteers instructions (time, location, game instructions, role etc.)
5. Email contestants
	* Contest details (time, location, food, etc.)
	* Link to state 4-H quiz bowl rules
	* Academic eligibility reminder
	* Required forms/releases to bring
6. Set up bracket on Challonge.com
	* Do bulk of setup before contest (add team names, rename rounds with question set letters)
	* Verify teams upon arrival and do final “shuffle of seed”
7. Print materials

**Load List**

* Snacks/drinks for volunteers
* Awards
* Buzzer sets
* Extension cords & power strips
* Laptops for bracket coordinators (3+)
* Pencils (numerous) and pencil sharpener
* Clipboards (1 per room plus extra)
* Office supplies (binder clips, highlighters, sticky notes, etc.)
* Acrylic paper stands (1 per contest)
* All printed materials
* Official resources *in a wagon for transport*
	+ Question Sets
	+ Registration list to check off contestants upon arrival
	+ Table tent cards with team names (if applicable)
	+ Signs with URL bracket hyperlinks
	+ Score Sheets (helpful hint: if running multiple contests/age divisions simultaneously, print score sheets on different colored paper)
	+ Bracket Coordinator Sheets
	+ Orientation sheets for officials/volunteers
	+ Orientation sheets for contestants
	+ Labels with seat numbers (2x4)
	+ Texas 4-H Quiz Bowl rules
	+ Sign “Check-In & Registration” and “Be Quiet”
	+ Signs for room numbers (Room 1, 2, 3, 4, etc.)
	+ Tent placards for buzzers (A1, B1, etc.)