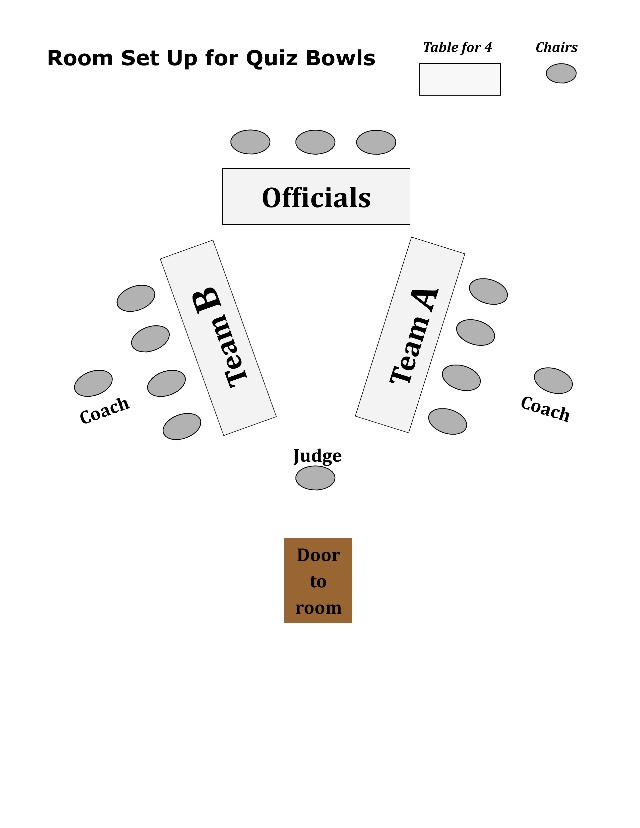
**To do list quiz bowl**

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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.)