

## AGQBA Competition Room Checklist

|                              |  |
|------------------------------|--|
| <p>Before the Tournament</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Permission to use rooms</li> <li><input type="checkbox"/> Take “before” pictures of rooms to reference during clean up</li> <li><input type="checkbox"/> Check on how temperature will be controlled on day of tournament</li> <li><input type="checkbox"/> Check room for materials that may give answers (example: periodic table poster, maps, vocabulary posters, etc) and cover or ask if it can be removed</li> <li><input type="checkbox"/> Ask teachers to secure or remove valuables</li> <li><input type="checkbox"/> Consider areas in your building/rooms that students should not access (labs, block off hallways, etc)</li> <li><input type="checkbox"/> Assign moderators and workers to rooms</li> <li><input type="checkbox"/> Make signs for the competition rooms</li> </ul> |
| <p>Day of the Tournament</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unlock rooms</li> <li><input type="checkbox"/> Hang room signs</li> <li><input type="checkbox"/> Set up room for competition</li> <li><input type="checkbox"/> Ensure easy access to power outlet for buzzer system</li> <li><input type="checkbox"/> Copy of competition schedule</li> <li><input type="checkbox"/> Copy of rules</li> <li><input type="checkbox"/> Copy of challenge forms</li> <li><input type="checkbox"/> Extra score sheets</li> <li><input type="checkbox"/> Scratch paper</li> <li><input type="checkbox"/> Pencils for players &amp; officials (12-15 per room)</li> </ul> <p>*Consider making a box or basket for each room for easy distribution</p>  |
| <p>Closing Down the Room</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> After the last game in each room, break down the buzzers</li> <li><input type="checkbox"/> Return buzzers to registration area</li> <li><input type="checkbox"/> Reset room to original arrangement (reference “before” pictures)</li> <li><input type="checkbox"/> Pick up trash</li> </ul>   |
| <p>After the Tournament</p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Take out trash (if required by site)</li> <li><input type="checkbox"/> Check temperature of rooms (reset if necessary)</li> <li><input type="checkbox"/> Check to make sure all windows are closed</li> <li><input type="checkbox"/> Lock the rooms (if required by site)</li> </ul>   |