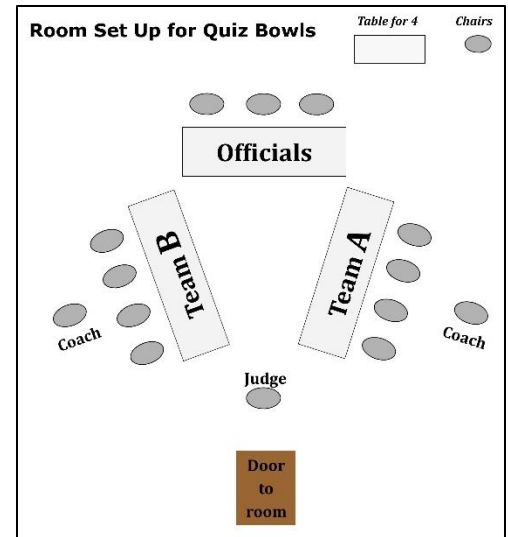


To do list quiz bowl

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
 - 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.)



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*