

## Quiz Meet Checklist

<ul style="list-style-type: none"> <li>Identify / reserve room for Blue level quizzing in accordance with local church policy or procedure. Ensure the room has a podium and a public address system (if required) for the quiz master's use.</li> </ul>	
<ul style="list-style-type: none"> <li>Identify / reserve room for Red level quizzing in accordance with local church policy or procedure. Ensure the room has a podium and a public address system (if required) for the quiz master's use.</li> </ul>	
<ul style="list-style-type: none"> <li>Identify / reserve room for Coach's meeting in accordance with local church policy or procedure. The coach's meeting will be held prior to the start of the quiz meet.</li> </ul>	
<ul style="list-style-type: none"> <li>Identify / reserve room for the opening prior to the start of the quiz meet and the awards presentation at the conclusion of the quiz meet in accordance with local church policy or procedure. Ensure the room has a public address system (if required).</li> </ul>	
<ul style="list-style-type: none"> <li>Plan a supervised children's activity (singing, skits, etc) while the coaches are attending the coach's meeting. Be prepared to keep the children occupied for at least 30 minutes but possibly up to 60 minutes.</li> </ul>	
<ul style="list-style-type: none"> <li>Decide if your church is willing / able to provide lunch at the conclusion of the quiz meet for the quizzers, their families and guests. If so, determine cost per person.</li> </ul>	
<ul style="list-style-type: none"> <li>Decide if your church is willing / able to host quizzers, their families and guests the night before the quiz. If so, determine what each person will need to bring (bedding, games, etc.).</li> </ul>	
<ul style="list-style-type: none"> <li>Decide if your church is willing / able to provide breakfast before the quiz meet for the quizzers, their families and guests the morning of the quiz meet. If so, determine the cost per person.</li> </ul>	
<ul style="list-style-type: none"> <li>Ensure a person is present who can operate any required sound / video equipment on the day of the quiz meet.</li> </ul>	
<ul style="list-style-type: none"> <li>Identify two quiz masters; one for the Blue level and one for the Red level. Ideally these persons will have a strong, clear speaking voice and will be comfortable reading the questions for the quiz meet. Ensure the identified quiz masters will be present on the day of the quiz meet. Consider identifying at least one backup quiz master for an emergency.</li> </ul>	
<ul style="list-style-type: none"> <li>Make available either a cup of water or a bottle of water for the quiz masters during the meet.</li> </ul>	
<ul style="list-style-type: none"> <li>Determine how, when, and where you will collect any fees (e.g., for breakfast and / or lunch).</li> </ul>	
<ul style="list-style-type: none"> <li>Talk to the District Children's Quiz Director if you have any problems or questions!</li> </ul>	