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## Room Furniture Set-Up

Two 6-foot tables for Student Teams +8 chairs (no rollers)
1 smaller table +3 chairs for Officials (Moderator, Timekeeper, Science Judge)
10-15+ chairs for audience

## Room Computer \& A/V Equipment Set-Up

2 laptop computers w/ mice
Overhead projector

Extension cord
Projection screen /OR white wall

## Buzzer Set-Up Box

Challenger buzzer control box
4 red buzzers w/ cords

4 white buzzers w/ cords

## Officials Support

Room set-up instructions
Match outline - 1 for Moderator, 1 for Rules Judge
NOSB Rules - 1 for Moderator, 1 for Rules Judge
Rulings \& Challenges review - 1 for Moderator, 1 for Rules Judge
When Time Runs Out flow chart - 1 for Moderator, 1 for Rules Judge Contact \# for Head Rules Judge \& Science Graders

Folder of Moderator Score Sheets One-page job reviews
2 to 3 prong Adapter BCB mouse \& adapter

## Room Set-Up/Supplies Box

Team Competition Tables
1 Red Capt. sign
Red Player 1, 2, 3 signs
4 notepads
4 pencils
Pencil sharpener Eraser heads
Extra pencils

## Coach/Alternate Seating

2 Coach signs
2 Alternate signs

Clear tape

## Room Signage

Room \# or name sign
Directionals to Room
During competition, please...

Score Keeper Support

Score transparency sheets
3 Vis-à-vis pens
Wipes for cleaning score sheet

Extra scoresheets
Score sheet model

## Each room should have $\mathbf{2}$ boxes: Buzzer Box \& Room Box Complete set-up checklist is taped to the Room Box

Distribute the Officials folders:
-Score transparencies \& pens to the Scorekeeper station
-Moderator's paper scoresheets to the Moderator's seat
-Rules to the Moderator's seat (job one-pagers \& end of game rules)
Note: Moderators, Science Judges \& Rules Judges have notebooks with them containing all other reference materials they need.

Please set up the buzzers (from Moderator's viewpoint), with:
-WHITE TEAM SIGNS \& BUZZERS on the LEFT hand side $\bullet$ RED TEAM SIGNS \& BUZZERS on the RIGHT.
-- All linked to the CONTROL BOX on the Moderator's table
Arrange the Officials \& Team Seating, and place Player signs as shown below, except where you find special instructions for the Auditorium Seating**:


- The Audience will be seated behind the teams. Tape the 2 COACH signs side-byside on center chairs in the first row of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately next to or behind the coach chairs.


## AUDITORIUM SETTER UPPERS!!!

## Each room should have 2 boxes: Buzzer Box \& Room Box <br> Complete set-up checklist is taped to the Room Box

Distribute the Officials folders:
-Score transparencies \& pens to the Scorekeeper station
-Moderator's paper scoresheets to the Moderator's seat
-Rules to the Moderator's seat (job one-pagers \& end of game rules)
Note: Moderators, Science Judges \& Rules Judges have notebooks with them containing all other reference materials they need.

Please set up the buzzers (from Moderator's viewpoint), with: -WHITE TEAM SIGNS \& BUZZERS on the LEFT hand side $\bullet$ RED TEAM SIGNS \& BUZZERS on the RIGHT. -- All linked to the CONTROL BOX on the Moderator's table

- Arrange the Officials \& Team Seating, and place Player signs as shown below, Auditorium Seating Officials \& Team Seating, with competitors \& officials in reverse position, audience seated behind officials \& facing players.

- Tape the 2 COACH signs side-by-side on AISLE chairs in the $4^{\text {th }}$ row, left of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately behind the coach chairs

