Blue Crab Bowl	
Competition ROOM SET-UP Checklist	ROOM:

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 Extension cord

Overhead projector Projection screen /OR white wall

Buzzer Set-Up Box

Challenger buzzer control box See Set-Up note for specifics

4 red buzzers w/ cords 4 white buzzers w/ cords

BOX	#•	
$DU\Lambda$	$\boldsymbol{\pi}$.	

Officials Support

Room set-up instructions Folder of Moderator Score Sheets

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

BCB mouse & adapter

Rulings & Challenges review – 1 for Moderator, 1 for Rules Judge BCB mouse & ad When Time Runs Out flow chart – 1 for Moderator, 1 for Rules Judge

Contact # for Head Rules Judge & Science Graders

Room Set-Up/Supplies Box

<u>Team Competition Tables</u> <u>Coach/Alternate Seating</u>

1 Red Capt. sign 1 White Capt. Sign 2 Coach signs Red Player 1, 2, 3 signs White Player 1, 2, 3 signs 2 Alternate signs

4 notepads
4 notepads
4 noneils

4 pencils 4 pencils Clear tape

Pencil sharpener Eraser heads

Extra pencils

Buzzer & Timekeeper Support Room Signage

Game (Accusplit) Timer Room # or name sign 2 fresh C-cell batteries (1 as spare) Directionals to Room

Stop watch During competition, please...

Score Keeper Support

Score transparency sheets Extra scoresheets
3 Vis-à-vis pens Score sheet model

Wipes for cleaning score sheet

Room Clean-Up

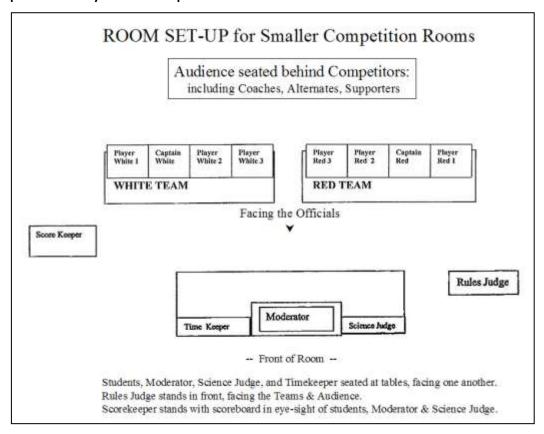
2 garbage bags Paper towels Rev.2017

Each room should have 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
 - *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-by-side on <u>center chairs in the first row</u> of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately next to or behind the coach chairs.

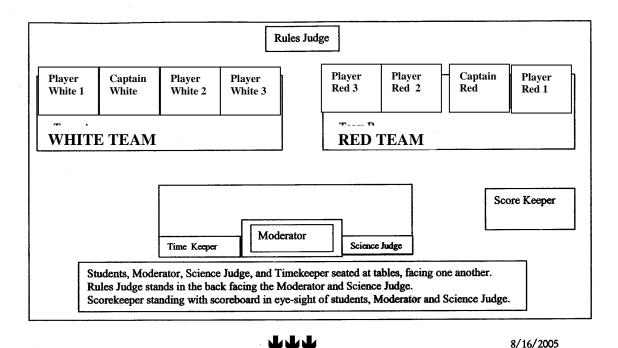
AUDITORIUM SETTER UPPERS!!! SPECIAL SET-UP INSTRUCTIONS

Each room should have 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
 - •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.



Audience is seated behind officials

► Tape the 2 COACH signs side-by-side on AISLE chairs in the 4th row, left of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately behind the coach chairs