

ROOM SETTER UPPERS!!!

INSTRUCTIONS FOR SET-UP

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)

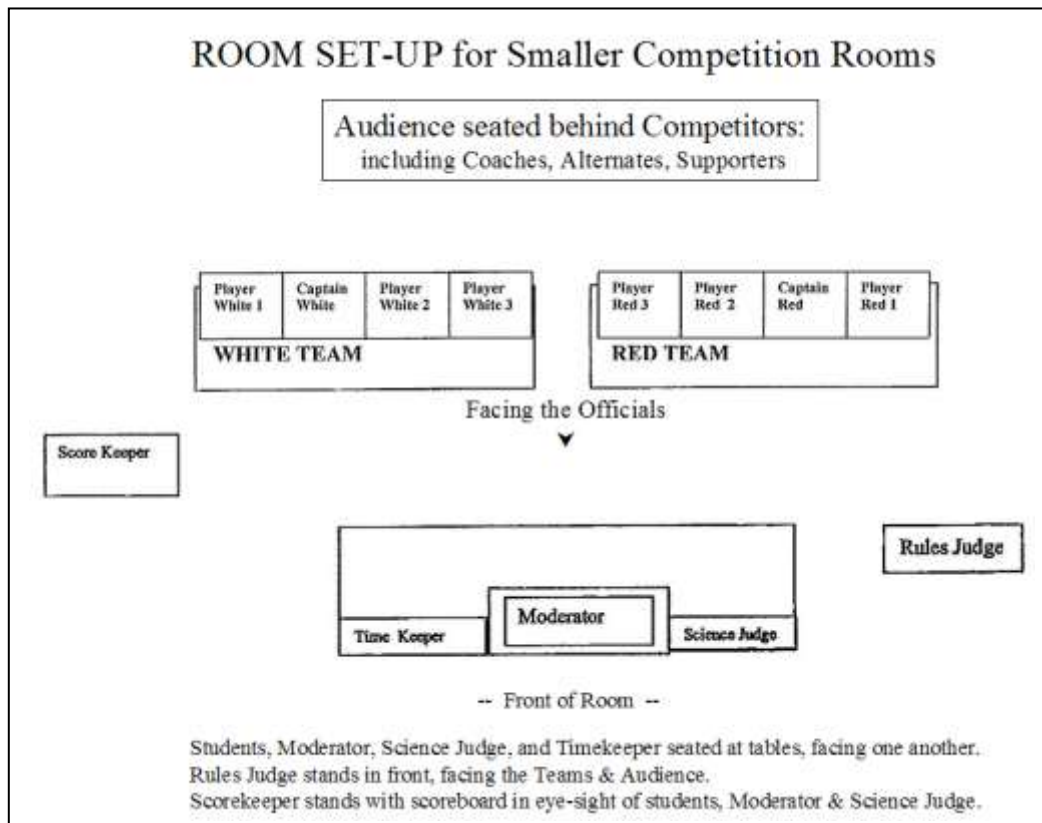
Note: Moderators, Science Judges & Rules Judges have notebooks with them containing all other reference materials they need.

▶ 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**:

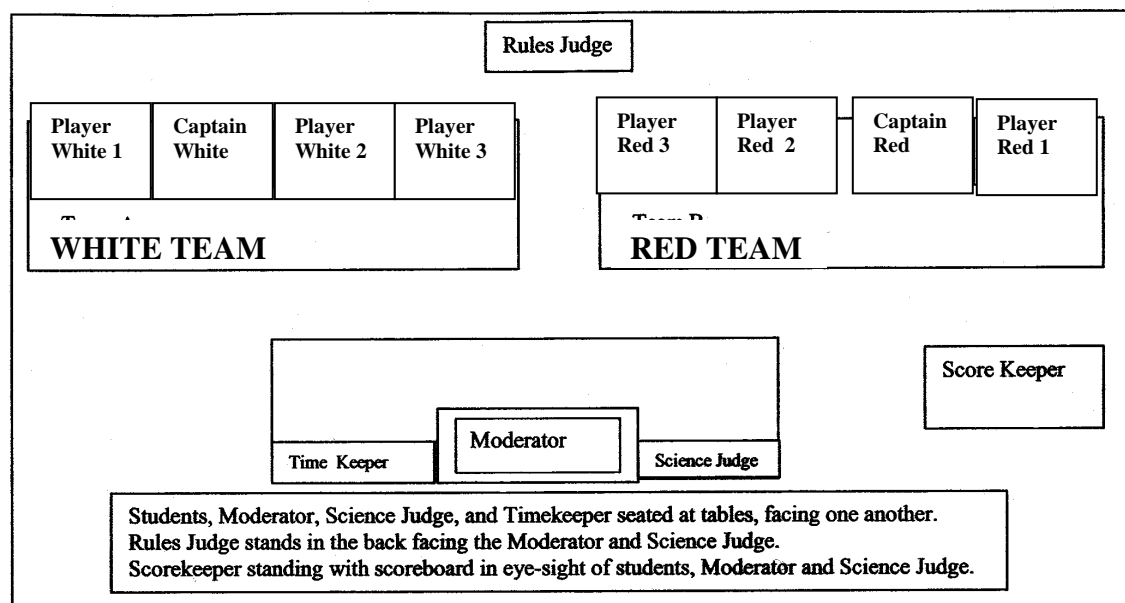


▶ The Audience will be seated behind the teams. Tape the 2 COACH signs side-by-side on center chairs in the first row of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately next to or behind the coach chairs.

AUDITORIUM SETTER UPPERS!!! 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

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- ▶ 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