

So you think you would like to make some money for your team and host an invitational.....?!

Here's what you will need:

You need a facility with one central room and several adequate competition rooms.
(One room for every three teams)

You need a date.

During the school day?
After school?
On a Saturday?

Now what?

Decide what you will charge per team. The going rate is around \$40 per team, so 25 (paying) teams = \$1000.

Consider food: will you provide breakfast, snacks, or lunch?

Send out an invite via email, one or two months in advance.
Consider sending out an invite via regular mail also.

Order questions. We use Academic Hallmarks
contact info: greatauk.com or 800-321-9218

Send out a reminder invitation.

Keep track of the registrations as they come in. Designate an envelope or folder to collect checks and write down team information.

Make sure you have emergency contact information for coaches in case of bad weather.

One week before your meet: send out information to the teams who have registered. Include directions, bus parking info, and food plans.

Brace yourself for last minute additions and withdrawals.

Have your team help you with setting up the space the day before and the morning of the competition.

The Checklist!

To photocopy:

Questions - TWO sets of questions for each competition room
(1 for the reader, 1 for the judge)

Scoresheets - FOUR for each competition room (1 for each round)

Written round questions - ONE for each team

At the Head Table:

Room assignment - where each team should set up their Pocket Box,
also where the coach will read

Envelope for checks, keep track of who has paid

Get cell phone numbers from the coaches

Coach's folders

Blank roster sheet

Map

Welcome - information about the meet

Table tents - one for each team

Other: information about lunch?

Your cell phone number for emergencies

Schedule for the day

Each Competition Room:

Sign by the door: Team 1-2-3, Team 4-5-6, etc.

Set up rooms for competition, check for outlets

Technology:

Laptops with scoring program for the Excel template

Printer

Scantron machine

Other things to consider:

Awards, prizes, trophies, ribbons
Extra questions
Masking tape
Markers
Scratch paper
Pencils
Scantron sheets - 1 for each team
Extension cords
Extra pocket boxes
Extra strips
Room runners
Directional signs
Readers and judges - cover your own teams

And now the bad news:

Things can, and inevitably will, go wrong:

Make sure the questions are pristine
Someone reads the wrong round
Equipment failure
Teams in the wrong room
Teams don't show up/ leave early/ don't bring equipment/ don't have enough adults
Blizzard! Flood! Bad weather approaching!
Cheating

Contact us if you have any questions:

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*Concordia/
Moorhead High School*

Knowledge Bowl Invitational

*Wednesday,
February 26, 2014*