

Tournament Director/Host Church Checklist

The following is a list of minimum requirements for coordinating and hosting a Teen Bible quizzing tournament. Feel free to be creative. Make it a unique and special tradition at your church. If you have any questions on your creative ideas run it by the district quiz director or the coaches at the quiz preceding your quiz.

Check off items as they are completed

Advance Paper Work

- Hand out brochure and pre-registration form at the quiz before yours.
- The brochure should include the following:
 - Date of quiz.
 - Starting time for registration, coaches meeting and quizzing (usually 8:30am).
 - Lunch or snacks available at the church, if applicable.
 - Specific chapters of quizzing material to be covered at this quiz.
 - Address and/or map of the location of the quiz.
- The pre-registration form should include the following:
 - Return mailing address.
 - Name of church.
 - Number of pro, intermediate and/or novice teams.
 - Number of helpers/scorekeepers/quizmasters coming from their church
 - Baby-sitting needed? Number and age of children.
 - Phone number they can call to ask questions.

Coordinating Workers

- Secure baby-sitter if needed. A responsible volunteer is best (say an older teen who is not quizzing, but would like to help).
- Designated helpers to gather jump seats as they enter the church and set the jump seats up in the rooms, tested and ready to go. These people need to have knowledge of which rooms need the three team jump seats.
- Crews to clean up and restore rooms back to the original condition.
- Secure someone for devotional/singing for the teens during coaches meeting, if applicable.
- Coordinate your workers if you are offering lunch and/or snacks.

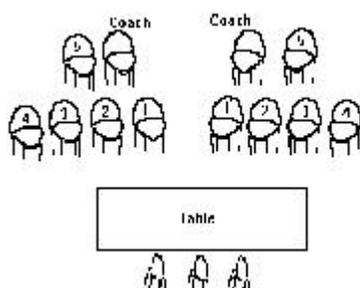
Optional but advantageous.

Encourage parents/volunteers from your church to support your teens and help at this event:

- By keeping score. Provide training in advance for new scorekeepers, if possible.
- By content judging if they know a little more about quizzing (this could be a trainee who wants to learn how to be a quiz master).

Setup the Night Before

- Determine how many rooms are necessary (by working with the District Director).
- Clearly mark the rooms (1 through 8, for example). Depending on the complexity of the layout of your church a map of the layout may be helpful.
- Set up rooms for quizzing as shown:



Be sure to ask the District director or bracket coordinator how many three team rooms are needed and how many two team rooms are needed.

Day of the Quiz

- ❑ Have helpers set up jump lights as they arrive.
- ❑ Registration table should have 2 people to collect money and register teams and quizzers using the form provided.
- ❑ Have people collection money for lunch at registration, if applicable.
- ❑ Designate room for coaches/quizzmasters meeting. (Run devotional/singing for teens simultaneously).
- ❑ Access to a copy machine (and obtain appropriate permission for its use).
- ❑ Contribute the coaches meeting by provide the location of quiz rooms and any local church ground rules.
- ❑ At the end of the day, have helpers put jump seats back into their cases and place near the main exit in a highly visible area.