

Checklist, EVENT DAY, Saturday, November 3, 2018

PRIOR to 10:30am on EVENT DAY

- _____ Finish room set up (tables, outlets, screens, etc).
- _____ Put out food, drinks, and t-shirts.
- _____ Double check internet/Wi-Fi and verify that guests can access Remote Desktop.
- _____ Copy Puzzle Prompt Form for coaches. Collect after event. DO NOT share with students.
- _____ Place CTF Team Set Up Form w/ host's Wi-Fi info. at each team's table.
- _____ Use the Student Sign-in Form on the day of the event to verify attendees.
- _____ Make copies of the 3 Page Walk-in Registration Form, Ethical Hacking Pledge and Media Release Form for walk in participants.
- _____ Have all volunteers and guests sign in and fill out a Media Release Form.
- _____ Monitor Slack for communications.
- _____ Send the link for your live feed (optional) over Slack.
- _____ Get the link for live feed of main event from Slack.
- _____ Set up screens for the main event's live stream and for your scoreboard by noon.

11:00am on EVENT DAY

- _____ Doors open for student check in.

12:00pm on EVENT DAY

- _____ Live stream of main event begins. Everyone to watch and prepare for competition!

12:30pm on EVENT DAY

- _____ Distribute CTF Team Instructions right at 12:30pm to each team and start competing!

3:30pm on EVENT DAY

- _____ Competition Ends! If you have a main event winning team, email the first and last names of the winners and the email address for each member immediately at the conclusion of the competition to info@magicinc.org so they can receive their Amazon gift card.

4:00pm on EVENT DAY

- _____ Live stream of main event ends.

Monday after event: Monday, November 5, 2018

- _____ Distribute local press release announcing winners (optional).
- _____ Scan signed Student Sign-In Forms to info@magicinc.org
- _____ Scan any 3 Page Walk-in Registration Form, Ethical Hacking Pledge, and Media Release Form to info@magicinc.org
- _____ Email photos of event to info@magicinc.org