

# Checklist, Prior to Event Day

6 weeks before event on a Monday by noon: **Monday, September 24, 2018 by noon**

\_\_\_\_\_ Fill out the online Host Location Sign-up.

\_\_\_\_\_ Email [info@magicinc.org](mailto:info@magicinc.org) your site's logo in high resolution vector format for t-shirts.

Within 2 business days of submitted Host Location Sign-up you will be emailed an invite to MAGIC's CTF Slack channel and event logos and flyer.

5 weeks before event on Monday by noon: **Monday October 1, 2018 at noon**

\_\_\_\_\_ Event registration is live! Begin promotion to students to register for event.

3 weeks before event on a Monday by noon: **Monday, October 15, 2018 by noon**

\_\_\_\_\_ Fill out the online Coaches Contact Form.

Within 2 business days of submitted Coaches Contact Form.

\_\_\_\_\_ Coaches will be will invited to MAGIC's CTF Slack channel.

\_\_\_\_\_ You will be emailed the login information to the Coach's Environment. This will be disabled the day before the event at 8am.

\_\_\_\_\_ Test your site's network and Wi-Fi to verify that guests can access Remote Desktop.

1 week before event on a Monday: **Monday, October 29, 2018**

\_\_\_\_\_ Location licensing fee must be received if mailing in a check or money order.

\_\_\_\_\_ Distribute local press release (optional).

3 days before event at noon: **Wednesday, October 31, 2018 at noon**

\_\_\_\_\_ Event registration closes!

2 days before event by noon: **Thursday, November 1, 2018 by noon**

\_\_\_\_\_ You will be emailed the following:

\_\_\_\_\_ Student Sign-in Form.

\_\_\_\_\_ Puzzle Prompt Form to be shared with coaches. DO NOT give to students.

\_\_\_\_\_ The number of laptops or computers needed for students without their own.

\_\_\_\_\_ Site specific CTF Team Instructions. Add your Wi-Fi info. and make copies.

\_\_\_\_\_ The web address for MAGIC's CTF scoreboard.

\_\_\_\_\_ Re-distribute local press release with specifics on students and sites (optional).

1 day before event: **Friday, November 2, 2018**

\_\_\_\_\_ Coach's Environment will be disabled at 8am. Become familiar prior to this date!

\_\_\_\_\_ Site will have received MAGIC t-shirts in the mail for each competitor.

\_\_\_\_\_ Check internet/Wi-Fi and verify that guests can access Remote Desktop.

\_\_\_\_\_ Set up as much as possible for event, see checklist items for EVENT DAY.