

# Checklist SITE LOGISTICS

## Site Logistics Staff/Volunteer Assignments:

- Site set up: \_\_\_\_\_
- Student sign in: \_\_\_\_\_
- Volunteer, parents, and other guest sign in: \_\_\_\_\_
- Distribution of promotional items (t-shirts): \_\_\_\_\_
- Food and Drinks: \_\_\_\_\_
- Social Media (optional): \_\_\_\_\_

## Site Setup

- \_\_\_\_\_ Sufficient outlets for each laptop/computer
- \_\_\_\_\_ Extension cords and power cords
- \_\_\_\_\_ One 6-8 ft table for each team, people monitoring slack, food/drinks, and sign in
- \_\_\_\_\_ Chairs for participants, volunteers and any spectators
- \_\_\_\_\_ Laptops for students who need to borrow
- \_\_\_\_\_ Wi-Fi with sufficient capacity
- \_\_\_\_\_ Adequate broadband
- \_\_\_\_\_ Food and drinks (optional)
- \_\_\_\_\_ Student sign-in form
- \_\_\_\_\_ Volunteer sign-in sheets
- \_\_\_\_\_ Screens for scoreboard and live feed
- \_\_\_\_\_ Cameras for live feed (optional)