

Checklist, EVENT DAY, Saturday, April 13, 2019
(all Eastern Time; adjust accordingly for local time and daylight savings)

PRIOR to 10:30am ET 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.
- _____ Have 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.
- _____ Make copies of the 3 Page Walk-in Registration Form, Ethical Hacking Pledge and Media Release Form for walk in participants.
- _____ Continue monitoring Slack for communications.
- _____ Send the link for your live feed (optional) over Slack indicating your location name.
- _____ Set up a monitor/screen to display the main event's live video from an extension of this link: <https://www.carrollmediacenter.org/>
- _____ Set up a monitor/screen to display the scoreboard from this link: <http://scoreboard.ctfmagic.org/scoreboard>

11:00am ET on EVENT DAY

- _____ Doors open for student check in. Use the Student Sign-in Form to verify attendees.

12:00pm ET on EVENT DAY

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

12:30pm ET on EVENT DAY

- _____ Distribute a unique CTF Team Instructions form right at 12:30pm to each team.

3:30pm ET 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 arupp@magicinc.org so they can receive their Amazon gift card.

4:00pm ET on EVENT DAY

- _____ Live stream of main event ends.

Monday after event: **Monday, April 15, 2019**

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