

## Checklist, EVENT DAY, Saturday, November 9, 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 and CTF Scoreboard Account 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/> Actual link will be sent over Slack by 10:30am.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Take a horizontal photo of each team holding their Team Picture Form. Send over Slack.

### 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](mailto:arupp@magicinc.org) so they can receive their Amazon gift card.

### 4:00pm ET on EVENT DAY

- \_\_\_\_\_ Live stream of main event ends.

### Tuesday after event: Tuesday, November 12, 2019

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