

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 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(s) and main event's live video
- _____ Cameras for live feed (optional)

