

## Tournament Director/Host Church Checklist

The following is a list of minimum requirements for coordinating and hosting a Teen Bible quizzing tournament. Feel free to be creative. Make it a unique and special tradition at your church. If you have any questions on your creative ideas run it by the district quiz director or the coaches at the quiz preceding your quiz.

Check off items as they are completed

### ***Advance Paper Work***

- Hand out brochure and pre-registration form at the quiz before yours.
- The brochure should include the following:
  - Date of quiz.
  - Starting time for registration, coaches meeting and quizzing (usually 8:30am).
  - Lunch or snacks available at the church, if applicable.
  - Specific chapters of quizzing material to be covered at this quiz.
  - Address and/or map of the location of the quiz.
- The pre-registration form should include the following:
  - Return mailing address.
  - Name of church.
  - Number of pro, intermediate and/or novice teams.
  - Number of helpers/scorekeepers/quizmasters coming from their church
  - Baby-sitting needed? Number and age of children.
  - Phone number they can call to ask questions.

### ***Coordinating Workers***

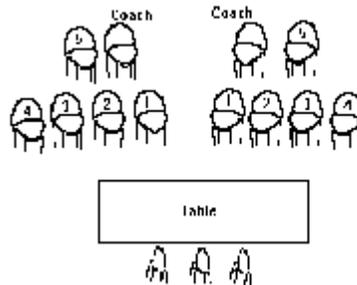
- Quiz masters to cover the necessary rooms. If possible get confirmation at the quiz before yours.
- Secure baby-sitter if needed. A responsible volunteer is best (say an older teen who is not quizzing, but would like to help).
- Person to summarize the scoring, preferably someone who has been doing it all year. A computer is not necessary but is usually beneficial.
- Designated helpers to gather jump seats as they enter the church and set the jump seats up in the rooms, tested and ready to go. These people need to have knowledge of which rooms need the three team jump seats.
- Crews to clean up and restore rooms back to the original condition.
- Secure someone for devotional/singing for the teens during coaches meeting.

### ***Optional - but advantageous.***

- One score keeper for each room. Provide training for new scorekeeper.
- One jump judge for each room.
- One content judge for each room (this could be a trainee who wants to learn how to be a quiz master).

## **Setup the Night Before**

- ❑ Determine how many rooms are necessary (by using the pre-registration forms or numbers from a previous quiz).
- ❑ Clearly mark the rooms (1 through 8, for example). Depending on the complexity of the layout of your church a map of the layout may be helpful.
- ❑ Set up rooms for quizzing as shown:



Three rooms should have enough room for three team competition. These rooms are for the possible finals in the pro, intermediate and novice divisions.

## **Day of the Quiz**

- ❑ Have helpers set up jump lights as they arrive.
- ❑ Registration table should have 2 people to collect money and register teams and quizzers using the form provided.
- ❑ Designate room for coaches/quizzmasters meeting. (Run devotional/singing for teens simultaneously).
- ❑ Designate room with VCR and TV to show scorekeeping video to new scorekeepers and to refresh the memory of experienced scorekeepers.
- ❑ Access to a copy machine (and obtain appropriate permission for its use).
- ❑ Plan agenda for coaches meeting. Topics may include:
  1. Prayer
  2. Input from district quiz directors and coaches.
  3. Local church ground rules.
  4. Location of quiz rooms.
  5. Schedule of format for this quiz.
- ❑ Prepare the schedule for the rounds, based on the teams present.
- ❑ At the end of the day, have helpers put jump seats back into their cases and place near the main exit in a highly visible area.