

Academic Bowl Planning Timeline

Actions to be taken as soon as possible after receiving a date for your meet:

- Discuss with school administrators the school's responsibilities related to the meet
- Ask school administration to place the meet on the school calendar
- Discuss with school administration the need for you to have a substitute the day of the meet (at least a half-day – you will need it!)
- Discuss with school administration the funding needs associated with the meet and determine the source of the funding
- Approach selected teachers (language teachers make a good choice) and ask them if they would mind serving as readers for the meet. Be sure to have more readers than you will need in case someone has to cancel.

Actions to be taken approximately two months prior to the meet:

- Remind school administration about the meet and revisit funding
- Remind your readers about the meet.
- Procure other volunteers for the meet. You will need a scorekeeper, timekeeper, and spotter for each room (these can be students at the middle and high level). You will need people to man the registration area. You will need people to help distribute food to students. You will need people to man the coaches' hospitality room. Many schools ask teachers to volunteer to bring covered dishes for the hospitality room.
- Schedule a training/practice session with all volunteers who will be in the competition rooms. At least one session is needed. Two practice sessions are preferred.

Actions to be taken one month prior to meet:

- Send out reminders to all volunteers and administration about the meet and the practice sessions.
- Ensure that your food plan and budget are well established.
- Plan an agenda for your practice sessions.
- Develop a plan for the day of the meet. Where will schools park? Who will welcome schools and help them find their way to the registration area? Who will set up the rooms? Which rooms will be used for the meet? How will you check-in, distribute, and collect buzzer systems to ensure all schools get their equipment back in good condition? How will food be distributed? Where will the hospitality room be located? Who will man all areas? Where will the meet scorekeeping take place? Etc...
- Contact RESA with any concerns or questions related to planning.
- Ask teachers if they mind if you utilize their rooms for the meet. Let them know the timeline for the day.

- Inform the custodial staff about the meet. The meet may impact their normal schedule and they will need to plan accordingly. Also, they need to be aware that a large number of people will be utilizing the restrooms and cafeteria the day of the meet.

Actions to be taken two weeks prior to the meet:

- Hold your first practice session with volunteers. Be sure all readers, scorekeepers, and spotters are well aware of the rules and the procedures for a meet. Hold a mock round with your team so the volunteers can see what a typical round looks like. At the middle and high level allow the readers to begin to read over the questions.
- Send out reminders to everyone on the staff that the meet will be taking place.
- Make folders for coaches. The folders should have school maps, score sheets, and round/room schedule.
- Send an email to all coaches. The email should include parking information, detailed directions to the school, and RSVP information.

Actions to be taken one week prior to the meet:

- Hold the final practice session with volunteers. Be sure they know how to set up the rooms including the buzzer systems and when the set up will begin. Make sure the score keeper knows what to do with score sheets after each round (take them to a designated location for collection).
- Create welcome and registration signs.
- Create team name tents for the cafeteria tables.
- Send out reminders to all staff. Personally remind the custodial staff and thank them for their efforts.
- Ensure that your food plan is well in place.
- Investigate the availability of extra stop watches for the meet. This is always an issue.
- Ensure that your substitute plans are in place for the day of the meet. Remind your administration that you need a substitute for the day of the meet (at least a half day) .

Actions to be taken the day before the meet:

- Remind all involved of their duties.
- Revisit food plans one last time!

Actions to be taken the day of the meet:

- Collect food for the hospitality room.
- Ensure that the student food plan has been activated.
- Set up hospitality room.
- Set up registration area.

- Be sure that your welcome crew is in place to greet schools.
- Set up rooms for competition as soon as possible after school.
- Sign schools in and collect their buzzers.
- Begin to feed the students as they arrive.
- Distribute buzzer systems to designated rooms as they arrive.
- Check to ensure ALL rooms are set up with working buzzers, four volunteers, and appropriate seating.
- Examine the sign in sheet. Are all schools present? If not check with the RESA representative to discuss options. Are there an odd number of schools present? If so, decide how to create an alternate team (ask visiting schools if they have students to participate on an alternate team, find an adult to serve as their coach).
- Inform all schools of the procedures for starting and ending each round. (Announcement to begin, quiet in rooms after until released to next round, etc)
- Inform all schools where competition rooms are located. Release them to compete.
- Collect score sheets after each round. Coordinate with the RESA representative for score keeping.
- Collect all buzzer systems (neatly packaged) and return them to the appropriate schools.
- Place all competition rooms back in the condition they were in prior to the meet.
- Gather all schools back in the cafeteria or auditorium for awards.
- Distribute final scores to all coaches.

Actions to be taken after the meet:

- Ensure that RESA received an electronic version of the scores.
- Thank everyone involved for their time and energy.
- RELAX!