

Regional Knowledge Bowl Competition - Director Checklist

People:

- Three (3) Judges
 - _____
 - _____
 - _____
- 'Police' / Walking Monitors / Runners to Collect Score Sheets
 - _____
 - _____
- Emcee / Reader / Master of Ceremonies
 - _____
- Scorekeeper Review before Competition
 - _____
- Registration
 - _____
- Announcement of Winners & Presentation of Awards
 - _____
 - _____
- Photographer
 - _____

Registration Packet:

- Schedule of Events
- Score Sheets (5)
- Programs
- Certificates
- Adult Scorekeeper Assignments

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Set-Up / Equipment:

- Podium / Microphone
 - Overview and Reminders of contest procedures and rules
 - Script of what to say and how to operate the KB Program
 - Computer #1: KB Program with Internet Access
 - Print Out of Competition in case Computer / KB Program fail
 - Alternate Timing Device [Stopwatch or Cell Phone App]
- Judges Table (Three Chairs)
 - Red marking pen to mark “Yes” or “No” on challenges
- Score Table
 - Computer #2: Division Score Sheets & National Anthem recording
- Registration Table
- Team Tables
 - 10 chairs around each
 - Table Tents identifying assigned team
 - Water & Glasses / Cups
- Projector & Screen
 - Division Score Sheets
- Power Strips & Extension Cords
- Visitor / Fan Viewing Section
- American and Ohio Flag
- Awards (Certificates / Medals / Plaques / Trophies)
- State Knowledge Bowl schedule to the top three (3) teams for all three (3) divisions
 - State KB Registration packet will be available on the CBI website for download so they can complete the packet electronically

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Provided by Each Team (NOT by the Regional Director):

- 8 1/2 x 11 white blank paper
 - 60+ sheets per team for Captain's answers
- 8 1/2 x 11 non-white/colored scratch paper
- Clip board and marking pens for team captains to use for answers
- Pens and pencils for figuring Math problems and keeping score
- Battery operated calculator (1 for each team member)
- Poster board or flip charts for each team for scoring
- Easel to support and hold-up poster board