Blue Crab Bowl

**Competition ROOM SET-UP Checklist**

**ROOM:**

### Room Furniture Set-Up
Two 6-foot tables for Student Teams + 8 chairs (no rollers)
1 smaller table + 3 chairs for Officials (Moderator, Timekeeper, Science Judge)
10-15+ chairs for audience

### Room Computer & A/V Equipment Set-Up
2 laptop computers w/ mice
Overhead projector
Extension cord
Projection screen /OR white wall

### Buzzer Set-Up Box
Challenger buzzer control box
See Set-Up note for specifics
4 red buzzers w/ cords
4 white buzzers w/ cords

### Officials Support
Room set-up instructions
*Match outline* – 1 for Moderator, 1 for Rules Judge
*NOSB Rules* – 1 for Moderator, 1 for Rules Judge
*Rulings & Challenges* review – 1 for Moderator, 1 for Rules Judge
*When Time Runs Out* flow chart – 1 for Moderator, 1 for Rules Judge
Contact # for Head Rules Judge & Science Graders

**Folder of Moderator Score Sheets**
One-page job reviews
2 to 3 prong Adapter
BCB mouse & adapter

### Room Set-Up/Supplies Box

<table>
<thead>
<tr>
<th>Team Competition Tables</th>
<th>Coach/Alternate Seating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Red Capt. sign</td>
<td>2 Coach signs</td>
</tr>
<tr>
<td>Red Player 1, 2, 3 signs</td>
<td>2 Alternate signs</td>
</tr>
<tr>
<td>4 notepads</td>
<td>Clear tape</td>
</tr>
<tr>
<td>4 pencils</td>
<td></td>
</tr>
<tr>
<td>Pencil sharpener</td>
<td></td>
</tr>
<tr>
<td>Eraser heads</td>
<td></td>
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<tr>
<td>Extra pencils</td>
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</tbody>
</table>

**Buzzer & Timekeeper Support**
Game (Accusplit) Timer
2 fresh C-cell batteries (1 as spare)
Stop watch

**Room Signage**
Room # or name sign
Directionals to Room
During competition, please...

**Score Keeper Support**
Score transparency sheets
3 Vis-à-vis pens
Wipes for cleaning score sheet

**Extra scoresheets**
**Score sheet model**

**Room Clean-Up**
2 garbage bags
Paper towels

*Rev.2017*
Each room should have 2 boxes: Buzzer Box & Room Box
Complete set-up checklist is taped to the Room Box

► Distribute the Officials folders:
  • Score transparencies & pens to the Scorekeeper station
  • Moderator’s paper scoresheets to the Moderator’s seat
  • Rules to the Moderator’s seat (job one-pagers & end of game rules)
Note: Moderators, Science Judges & Rules Judges have notebooks with them containing all other reference materials they need.

► Please set up the buzzers (from Moderator’s viewpoint), with:
  • WHITE TEAM SIGNS & BUZZERS on the LEFT hand side
  • RED TEAM SIGNS & BUZZERS on the RIGHT.

-- All linked to the CONTROL BOX on the Moderator’s table

► Arrange the Officials & Team Seating, and place Player signs as shown below, except where you find special instructions for the Auditorium Seating**:

► The Audience will be seated behind the teams. Tape the 2 COACH signs side-by-side on center chairs in the first row of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately next to or behind the coach chairs.
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► Arrange the Officials & Team Seating, and place Player signs as shown below, Auditorium Seating Officials & Team Seating, with competitors & officials in reverse position, audience seated behind officials & facing players.

► Tape the 2 COACH signs side-by-side on AISLE chairs in the 4th row, left of audience seats. Tape the 2 ALTERNATE signs on the chairs immediately behind the coach chairs.

8/16/2005