**SWOK District Teen Quizzing Host Church Checklist**

1. Provide lunch for attendees (quizzers, coaches, and spectators)

NOTE: Lunch can be very simple. Hot dogs or ordering pizza is fine. I do not want lunch to be something that will be a stress for you, so keep it simple.

* 1. Keep cost at $3 or under if possible
	2. Inform the SWOK teen quizzing district director and coaches of price ahead of the quiz
	3. You will be given an approximate count for lunch by the Wednesday morning before the quiz
1. Set up Rooms for quizzing
	1. Coordinate with the SWOK teen quizzing district director on
		1. Number of rooms - Usually 2 or 3 rooms will be needed.
		2. Number of teams in each room – Most rooms will be set up for two teams, but sometimes we need one room with three teams
		3. You will be given the number of rooms needed by the Wednesday morning before the quiz
	2. Each room will need (A sample drawing of how to set up a quiz room is below.)
		1. Table with two chairs (quiz master and scorekeeper)
		2. Chairs for the quiz teams (4 on each team) – The chairs for the quiz team must be hard metal or plastic chairs. These work best for jumping. Chairs with padding on the seats will not work.
		3. Quiz seats (Coaches/Officials from the SWOK district will bring quiz seats.)
		4. Chairs for coaches/substitutes/spectators

Quizzing Area

On the opposite side of the room from the door, if possible.

Chair

Chair

Spectator area

Quiz Master Chair

Scorekeeper

Chair

Chair

Chair

Chair

Table

Chair

Chair

Chair

Chair

Chair

Chair

Chair