|  |  |  |
| --- | --- | --- |
| **Jobs before the day:** | **Person** | **Completed** |
| Questions and answers written | Craig/ Seong |  |
| Translated |  |  |
| Photocopied |  |  |
| Registrations out with rules |  |  |
| Registrations back |  |  |
| Marking sheets photocopied |  |  |
| Registration sheets photocopied |  |  |
| School names for desks photocopied |  |  |
| School names for results photocopied |  |  |
| Shields returned |  |  |
| Prizes purchased |  |  |
| Gifts purchased for question writers  (replaced with cheques as per committee meeting) |  |  |
| Photographer and newspaper contact |  |  |
| Certificates printed |  |  |
| Certificates reprinted |  |  |
| Schools faxed with map of parking |  |  |
| MOE / NZAMT money |  |  |
| Sponsor money |  |  |
|  |  |  |
| **On the Day:** |  |  |
| Plan of school seating |  |  |
| Coffee/tea/biscuits bought |  |  |
| Clock |  |  |
| Chairs/desks |  |  |
| Registration desk and pens |  |  |
| Registration people |  |  |
| Long tables for markers |  |  |
| Pens for markers |  |  |
| Microphone etc |  |  |
| Chairs for referees |  |  |
| Seating for parents and other competitors |  |  |
| Area for sponsors banners |  |  |
| Parking |  |  |
| Goodie bag |  |  |
| Students to help on day |  |  |
| Scoring and determination of winning school |  |  |
| MC |  |  |
| Markers meeting coordinator | Craig/Dave |  |
| Judge |  |  |