

2025 Challenge Organizer Checklist

*** If you have not already done so, please submit your Pre-Event form as soon as possible. ***

Use this checklist to track your progress for your in-person Regional *You Be The Chemist Challenge®*. This is a brief outline and this year's Organizer Manual should be referenced as much as possible. All registration information can be found on the Shared Google Drive.

PRE-CHALLENGE

TEAM COORDINATOR COMMUNICATION

- | | |
|---|--|
| <input type="checkbox"/> <u>Challenge Recruitment emails</u> sent | <input type="checkbox"/> Follow up on number of teams – using <u>PAC</u> |
| <input type="checkbox"/> Email to introduce & provide event details | <input type="checkbox"/> 2 days out: Reminder, parking info, directions |

SECURING VOLUNTEERS & LOCAL SPUUPPORTS

Volunteers - provide info ahead of time (scoring guide, rules, pronunciation guide, question slides, etc.)

- ☐ 1 Moderator
- ☐ 1-2 Judges
- ☐ 1 Conduct Judge
- ☐ 1-2 Runners

Optional Volunteers

- ☐ ~ Registration/Giveaway table Monitor
- ☐ ~ Photographer
- ☐ ~ Set Up Crew
- ☐ ~ Clean Up Crew

Local Supporters/Donations (optional)

- ☐ Food
- ☐ Snacks
- ☐ Water
- ☐ Additional giveaways
- ☐ Decorations
- ☐ Print Materials
- ☐ Media Coverage

DAY OF CHALLENGE

(many things can be prepped ahead of time)

PRINT MATERIALS

Moderator – recommended in a binder

- ☐ Copy questions from slide decks (emailed)
- ☐ Regional Challenge Scoring Key (emailed)
- ☐ Pronunciation Guide (emailed)
- ☐ List of all participants by team

Participants

- ☐ Sign in Sheet (@ registration)
- ☐ ~10 blank Participant Agreements (@ registration)
- ☐ Add'l Answer Cards (if you have more than 12 teams)
- ☐ Program (optional)
- ☐ Table Numbers
- ☐ Competition version of the Periodic Table
- ☐ Participation Certificates
- ☐ Team Coordinator Certificates
- ☐ Certificates for winning teams

Judges – copies for every judge, recommended in a binder

- ☐ Official Rules
- ☐ Regional Challenge Scoring Sheet (emailed)
- ☐ Judges Scoring Sheet
- ☐ Competition version of the Periodic Table
- ☐ Study version of the Periodic Table
- ☐ List of all participants by team

TECHNOLOGY

Required –test the day before to ensure everything works

- ☐ Challenge Questions rounds 1-4 PPT (emailed)
- ☐ Challenge Tiebreaker Questions PPT (emailed)
- ☐ Laptop & charger that can run PPT
- ☐ Projector
- ☐ Cables to connect laptop to projector
- ☐ Screen
- ☐ Microphone
- ☐ PA System

Optional

- ☐ Judges' laptop & charger
- ☐ Electronic Judges Scoring Sheet
- ☐ On Site Access to Color printer

DAY OF CHALLENGE

(continued)

OTHER SUPPLIES

CEF Provided

- ☐ Answer Cards
- ☐ Team Coordinator Giveaways
- ☐ Student Giveaways
- ☐ Medals
- ☐ Plates to go on medals with prize levels

Other

- ☐ Scratch Paper
- ☐ Writing Utensils
- ☐ Decorations (optional)
- ☐ Trash Bags

Furniture

- ☐ Registration/Check in Table
- ☐ Giveaway table
- ☐ Team tables and chairs
- ☐ Podium/table for moderator (hold binder/laptop)
- ☐ Stable stand or table for projector
- ☐ Judges table and chairs
- ☐ Awards table (hold medals and certificates)
- ☐ Audience chairs

POST CHALLENGE

Send In to ndomingues@chemed.org

- ☐ Pictures
- ☐ Final Judges Scoring Sheet

Post Event Form

- ☐ Local Supporters
- ☐ Volunteer Information