



Checklist for Host Schools

The following checklist is meant to serve as a guideline for hosting OML tournaments. Please refer to the OML By-Laws.

A. FACILITIES, SUPPLIES, HELPERS

1. ROOMS

- i. Testing rooms
 - Approximately 150 varsity students (5-7 rooms)
 - Approximately 60 JV students (2 rooms)
- ii. Student Lounge
 - Seat 350-400 students and juice/cup/napkin area
 - Disputes area in student lounge (room for chart paper(s) to be posted and forms to be grabbed)
- iii. Coaches Lounge
 - Seat 50 coaches/screeners
 - Work area and food area
- iv. Parking
 - 90+ vehicles (including buses)

2. *Three digital projectors—see #3 and #4, below*

3. COACHES LOUNGE

- Large table/counter for sorting papers
- Grading table for 6
- 2 tables-for-2 for recorders of scores
- 1 digital projector to project scores of meet
- Area for food and beverages
- Large trash can with extra bags
- Someone to tell the OML secretaries the directions to bathroom (should be announced to all OML coaches too)

4. STUDENT LOUNGE

- Public address system
- 2 digital projectors and screens to display scores and answers
- 1 surge protector and extension cord (to be used with digital projectors)
- 1 front table for digital projectors (must be located near screens)
- Area for juices, water, cups, and napkins
- 1 long wooden spoon to stir punch mix (suggestion is to mix only one jug of punch, others can be water)
- Cleaning supplies (brooms, mops, extra trash bags, sponges, rags, etc.)
- Multiple trash cans with extra bags
- Disputes area (room for chart paper to be posted and forms to be grabbed, OML VP will set up)

5. STUDENT RUNNERS (volunteers such as service clubs, JROTC, etc.)

- 4 to assist testing area (report to head proctor(s) by 8:30 a.m. in Coaches Lounge)
- 2-4 in Coaches Lounge to help with food, etc.
- 1-2 in student lounge for emergencies and to make announcements

B. REFRESHMENTS

1. STUDENT LOUNGE

** Provided by co-host schools. Each co-host school is to provide:

- 150 cups
- 150 napkins
- 1 gallon juice/punch base
- 1 large (5 gallon) jug with ice

Note: If your school athletic program cannot lend you the (5 gallon) jugs, Igloos may be reserved one month in advance by calling McDonald's or Burger King outlets. State the purpose (non-profit, educational nature of OML) and ask to have the Igloo filled with ice upon pick-up. Inquire about the availability of courtesy cups.

2. COACHES LOUNGE

**Type of refreshments provided is left to the discretion of the host school. Necessary provisions might include:

- 3 coffeepots (regular, decaf, and to heat water)
- Tea (Lipton tea bags)
- Sugar/creamer along with stirring sticks or spoons
- Juice/water
- 75 hot cups
- 75 cold cups
- Plates
- Napkins
- Forks/spoons/chopsticks
- Bottles of water/cans of juice for delivery to proctors during the meet
- Serving utensils/knife for cutting pastries (or anything else that might need cutting)
- Foil/Saran wrap for covering plates to take to proctors
- Trays to take food/beverages/utensils to proctors

C. ONE MONTH BEFORE THE MEET (AT THE OML MEET BEFORE)

- Provide the OML President/Secretary with 45 copies of a map showing how to get to your school and where to go on campus. If possible, email OML Secretary PDF file(s) of map(s).
 - On your school map, show the designated:
 - Testing areas
 - Student Lounge
 - Coaches Lounge
 - Parking areas
 - Give specific directions on how to locate your school
 - On an additional map, show the location of your campus
- Provide co-host schools with refreshment assignments (if any)
- Grab the signs from the last host school before leaving the meet preceding yours
- Provide OML President and OML Secretary with head count for each room to be used for bundling of tests and number of rooms being used for testing (how many for varsity and how many for JV)

D. ON THE DAY OF THE MEET

- Make arrangements to have the lounges, testing rooms, and restrooms open by 8:00 a.m. (Head custodian or facilities people usually do this and are not paid for by OML. Each school makes its own arrangements for this.)
- Post directional signs before 8:00 a.m. (many DOE schools must use painters tape to do this)
- Receive refreshments from co-host schools and remind them of their obligation to help with clean-up
- Inform Secretaries and Head Proctors of other events happening on campus
 - Include times and locations so directions can be given to those looking for the other event(s)
- Make these announcements in the Student Lounge (host school must have a designated adult in charge):
 - Location of bathrooms
 - Calculator watches are not allowed in testing rooms
 - Turn off all cellular phones, pagers, and beepers
 - Students must have name tag or team T-shirt with school name on the front before entering the testing rooms, visible to the proctors. Remember to bring your pencil(s)!
 - NO calculators in testing rooms
 - Speaker radios/tape/MP3 players are contraband in the Student Lounge
- Runners:
 - Have 4 runners meet with Head Proctor at 8:30 a.m. for briefing of duties and to start work
 - Student helpers in Student Lounge need directions from host teachers (they announce the next event as soon as the runner comes for them, provide directions as needed for restrooms, etc.)
 - Student helpers for Coaches Lounge receive directions from the OML President/hosting teachers at 8:45 a.m. (they help make plates to deliver to proctors and update transparencies as needed)
- Just before Team Event, the directional signs may be taken down and returned to OML President for the next host school to pick up BEFORE leaving
- Clean-up rooms and lounges
- Check to see that lights are turned off and all facilities are secured after clean-up
- Breathe a sigh of relief while contemplating the fact that hosting comes but once every 3 years!!!