**NORTHEAST PHILADELPHIA VEX QUALIFIER**

**- A list of volunteers that will be available to help (names, roles, etc.) so that I may direct them to where they need to be.**

**Separate excel document.**

**- Tournament configuration (how many fields do you plan to run, are there dedicated skills fields, how many alliances you'd like to be in finals, are you planning on using tablet scoring, etc.)**

**Right now we have two fields (one from Haverford School, and one that we have). If we do not get a third field, we will just run skills in the morning, and then transition to the tournament around 10 AM. I would like 8 alliances in the finals. We will not be using tablet scoring. Everything will be set up in the gym: fields and pits (that is how we ran it in December, and the teams liked it).**

**- A list of the equipment that will be used at the event and who will be providing them (fields, game elements, match controllers, computers, driver interfaces, etc.)**

**We have an abundance of Lenovo ThinkPad computers. 1 for each field, 1 main server computer, and 2 for projectors. We will be using 2 separate projectors in the gym. We have 30+ power strips and extension cables, which will be daisy-chained to each pit area (and taped down using wrestling tape). This will all take place on Friday, and will be done by Dave and Justin in the IT department.**

**- A timeline including when setup will take place.**

**Setup will take place during the school day on Friday, and probably break at 5 PM for everyone to go home. Parents and students will be helping set up fields after school.**

**- A layout of the event and the contact info of the school contact who will be there during the event.**

**Contact: Cathy Costello (**[**ccostello@nfcs.k12.pa.us**](mailto:ccostello@nfcs.k12.pa.us)**, 610-955-3960)**

**Johana Uitto (**[**juitto@nfcs.k12.pa.us**](mailto:juitto@nfcs.k12.pa.us)**, 631-793-8548)**

**Layout provided in powerpoint.**

**- And anything else you would like for me to know.**

Cathy Costello will be the new head coach next school year, and should be trained as much as possible on how to best run the event. Johana Uitto is the current VEX assistant coach.