

## **Room Setup Role Description**

- From original proposal, decide which rooms / buildings would be best for each division (generally 30-40 quiz areas needed).
- Determine which rooms / buildings are “first eliminated” if not needed.
- Identify rooms for building coordinators (BCs), locations for stats kiosks.
- Advise college staff of equipment / setup needs for quiz areas. These include: table and chairs for officials; eight chairs (pref. metal folding) for quizzers and four for coaches and subs; extension cord and power strip; access to projectors / screens; access to computer network, complete with Ethernet cables.
- Verify availability of above requirements at site visit.
- Provide desired layout of rooms to college staff.
- Assemble team to handle setup / teardown, coordinate efforts with college staff.
- Provide support for simple IT requests during set-up, such as making sure each room has a working mouse, monitor, microphone, etc. and are set-up and working properly. The team should be able to resolve some of these simple issues without tying up the IT group.
- Monitor registration to insure enough pads and other equipment will be coming.
- At event registration, check-in equipment, label and assign to a quiz room, then transport to the quiz room.
- End of event, return equipment to office and advise participants on details to pick up their equipment (where, how, when).
- Handle sale and distribution of new equipment that will be available at the end of the event.
- Assist BCs and technology team with any daily setup issues (laptops, network testing, etc.)
- Insure security of all equipment involved in the event (belonging to staff, participants, and college).
- Establish and monitor practice areas and emergency rooms.

## **Time Commitment:**

In reality, this role begins as soon as the site is selected. Early determination of which rooms and buildings to use is essential to planning. If rooms become unavailable, backup rooms must then be selected. If the site has not been used in several years for a Q event, a visit to the campus is necessary. Follow-up continues over the next several months until the event begins.

## **Information Learned:**

Communication with the campus staff is critical. You must coordinate with IT/Media and Conference Services extensively during the event (and possibly campus security, depending on the setup). At Q2006, the college staff had a contact person for IT and one for the event in general. These two people were instrumental in helping us get the rooms set up with furniture; equipment, connections, as well as making sure the rooms were opened and secured when necessary. At Q2004, this communication was much more nebulous; no central contact person was available. Simple decisions or needs often took a long time to resolve because the proper person could not be contacted. This will likely be an issue at future events also.

Moving furniture in the rooms (desks, chairs, etc.) was another issue that was handled differently. At Q2004, we were responsible for all of this. Events at this location require a larger setup staff prior to the beginning of the event. Many rooms had to be rearranged, which was very time-consuming. At Q2006, the maintenance staff handled all of this before we arrived. I provided the desired layouts of each room, and they arranged the rooms accordingly. This meant we needed a smaller setup crew prior to the event.

Site visits prior to the event helped us clearly define needs, and assess the difference between what the campus “could” do and what the current situation actually was. Follow-up visits and calls helped to ensure that requirements were met by the Q2006 college staff. In spite of the efforts, we still had issues once we arrived at Q2004 for the event.

## **Staff:**

Before the event begins, the size of the setup crew is determined by the level of involvement of the campus staff. For example, at Q2004 the setup crew needs to be 20-40 people, to set up chairs, move desks, etc. before we can even begin to put equipment in the rooms. At Q2006, 20 people were tripping over each other because there wasn't enough to do.

During the event, the staff level also depends on the campus. At Q2005, several classes had to be set up and torn down due to grad classes. We needed 12-15 people in addition to the BCs to get this done. In contrast, at Q2006 we used a group of six along with the BCs and 3-4 people from our IT group, and had things set up each day with plenty of time.

After the event, teardown follows the comments above for before the event.

## **Plans & Drawings:**

Each college or facility should provide files that contain the floor plans of buildings and rooms used for the events. However, rooms can change or become unavailable, so updates are necessary each time.