**Quantity Printing** (things that only need a few copies are not listed)

* Individual tests
  + Number of copies – Registration count + 10% or 20, whichever is greater
  + Format – Single-sided, with cover sheet fed from a different tray, colored paper
* Bowl tests
  + Count teams by division
    - Divisions with opens – any school with at least 2 students
    - Divisions without opens
      * Floor of registration number divided by 4, add 1 if 3 mod 4.
      * Combine counts of all remaining students, take ceiling of this number divided by 4.
  + Number of copies – 2 \* (Team count + 2)
  + Format – weave in cover sheets, double-sided, double staple, cut in half
* Other bowl stuff
  + Bowl answer sheets (by division)
    - Number of copies – ceiling of (team count + 2)/4
    - Format – single-sided, double staple, staple on the other side, cut in four
  + Bowl scoring journal
    - Number of copies – (total team count + 12)
* Open tests
  + Number of copies – (Registration count – team round student count) + 10% or 20, whichever is greater.
  + Format – same as individual
* Other
  + Dispute forms (~450 used at Jan invite 2018)
* Cover sheet colors
  + Algebra I –
  + Geometry –
  + Algebra 2 –
  + Precalculus –
  + Calculus –
  + Statistics –
  + Theta Open –
  + Alpha Open –

**Folder preparations**

Registration

* For each school
  + Receipt
  + Programs
  + Maps

Individual

* Preparation
  + Designate area(s) for individual testing
  + Count desks for each room
  + Assign rooms to each division tested.
  + Cover up math related posters on the day before
* For each room
  + Tests (number of desks + 1)
  + Proctoring directions

Team

* Count the number of teams for each division, make a folder for each (2 extras)
* For each folder
  + 4 packets of questions
  + 1 packet of answer sheets
  + Labeled for assigned seating (optional)

Team round scoring

* Big room
  + Extra answer sheets
  + Projector transparencies (2 sets)
  + Pens/pencils for scoring/running
  + Rubber bands and/or paper clips
  + Round 1 scoring
    - Geometry answer key (2 copies)
    - Algebra 2 answer key (2 copies)
    - Geometry scoring sheet
    - Algebra 2 scoring sheet
    - Geometry question packet
    - Algebra 2 question packet
  + Round 1 voice
    - Script
    - Geometry answer key
    - Algebra 2 answer key
  + Round 2 scoring
    - Calc answer key (2 copies)
    - Precalc answer key (2 copies)
    - Calc scoring sheet
    - Precalc scoring sheet
    - Calc question packet
    - Precalc question packet
  + Round 1 voice
    - Script
    - Precalc answer key
    - Calculus answer key
* Small room
  + Extra answer sheets
  + Projector transparencies
  + Pens/pencils for scoring/running
  + Rubber bands and/or paper clips
  + Round 1 scoring
    - Statistics answer key (2 copies)
    - Statistics scoring sheet
    - Statistics question packet
  + Round 1 voice
    - Script
    - Statistics answer key
  + Round 2 scoring
    - Algebra 1 answer key (2 copies)
    - Algebra 1 scoring sheet
    - Algebra 1 question packet
  + Round 2 voice
    - Script
    - Algebra 1 answer key

Dispute room:

Scratch paper

Round 1

Calc indiv test and solutions

Precalc indiv test and solutions

Algebra 1 indiv test and solutions

Theta open indiv test and solutions

Stats team test and solutions

Algebra 2 team test and solutions

Geometry team test and solutions

Round 2

Stats indiv test and solutions

Algebra 2 indiv test and solutions

Geometry indiv test and solutions

Alpha open test and solutions

Calc team test and solutions

Precalc team test and solutions

Algebra 1 team test and solutions

Scoring room:

Printed registration spreadsheet

Printed and Bubbled answer keys for

Algebra 1 indiv

Geometry indiv

Algebra 2 indiv

Precalc indiv

Calc indiv

Stats indiv

Theta open

Alpha open

(Day of)

Highlighted roster of all the schools

Signs

Every door – room number, round 1, round 2

Enlarged answers for all divisions

Registration, dispute, directions to buildings, etc.