**STAFF REQUIRED**

* You will need a staff member who will coordinate the program in your library.
* Staff required for the “In School” and “In Library” Challenges
  + - Judge/scorekeeper/timekeeper
    - Quizmaster to read the questions
    - You can ask for a volunteer from the teachers, school librarian or parents to assist with the timekeeping

**PHYSICAL ARRANGEMENT**

* Meet in a classroom, the library, the gymnasium, or wherever the space has been provided in the school.
* Set up should include 6 chairs around a table for the team
* Table at the front for the judge, scorekeeper
* Podium for the quizmaster
* Microphone if the room is large   
  e.g. gymnasium

**SUPPLIES NEEDED**

* Timer
* Question Cards
* Answer Sheets – different colour for each team
* Score Sheets
* Team Lists
* Set of books
* Golf Pencils
* Pens
* Felt Pens
* Masking Tape
* Prizes
* Info about the next level of Challenge
* Evaluation forms (Library Challenge)
* snacks/juice boxes/napkins if desired

**RUNNING ORDER**

**When teams arrive:**

* Have teams hang signs, banners, etc .
* Assign coloured note paper to each team.
* Write name of each team on corresponding colour of paper for judges’ table.
* Encourage students to use the washroom before the challenge begins, as they will not be allowed to leave during the challenge.

**Introductions:**

* Welcome. Acknowledge teamwork and efforts.
* Introduce quiz master, timer, score keeper, and the teams (team name and school).
* Read the rules to the teams before the start of each challenge.
* If teams have a team cheer, now is the time to hear it.
* Ask if there are any questions.
* Wish everyone good luck!
* Students may not leave the challenge unless there is an emergency.

**Between rounds:**

* Stretch.
* Remind teams that alternate can be changed for each round.
* Judges add up the scores and double check results.

**End of Challenge:**

* Applause for organizing teacher, librarian.
* Congratulations to the winners and info for next level challenge.
* Refreshments, if applicable
* Prizes, if applicable