

# February 28 Check in Procedures

Team #:  
Teacher:  
School:

INSTRUCTIONS:  
Arrive between 7:00 – 8:00 am  
Go to registration in Engineering 2 Atrium – NOTE THIS NEW LOCATION  
Have this document available.  
Attach it to the following documents:

## DO YOU HAVE THE FOLLOWING? PLEASE ATTACH THEM IN THIS ORDER:

- \_\_\_\_\_ THIS DOCUMENT WITH YOUR TEAM NUMBER AND COACH'S NAME.
- \_\_\_\_\_ FINAL REGISTRATION FORM, SIGNED BY THE COACH AND THE PRINCIPAL.
- \_\_\_\_\_ CODE OF CONDUCT SIGNED BY STUDENTS AND COACH.
- \_\_\_\_\_ WEB PAGE/PRESS RELEASE FORMS: ONE FOR EACH PERSON\
- \_\_\_\_\_ EMERGENCY CONTACT SHEET

### You will receive and envelope with:

- \_\_\_\_\_ ORANGE EVENT CARDS FILLED OUT FOR EACH EVENT. THE STUDENTS KEEP THESE.
- \_\_\_\_\_ YELLOW EVENT CARDS AS BACKUPS. THESE ARE USED IF ORANGE ARE LOST AND TEAM WILL BE ASSESSED A 5 PLACE PENALTY IF USED.
- \_\_\_\_\_ 15 WRISTBANDS WITH TEAM NUMBERS
- \_\_\_\_\_ SCHEDULES
- \_\_\_\_\_ MAPS
- \_\_\_\_\_ STICKERS WITH TEAM NUMBERS

When you arrive at the registration we will:

- STAPLE ALL OF THESE FORMS TOGETHER WITH THIS SHEET ON TOP.
- GIVE YOU A REGISTRATION PACKET.
- MAKE SURE EACH STUDENT HAS A WRISTBAND WITH YOUR TEAM # PRINTED ON IT.
- REMIND TEAMS OF THE COACHES'S MEETING AT 8:10 IN HPA 112 – next to Engineering 2.
- INFORM TEAMS THAT THE WELCOME SHOW WILL BEGIN AT 8:30 A.M.
- IMPOUND LASTS UNTIL 9:50AM
- CHOOSE A SITE FOR CAMP OUTSIDE OR INSIDE ENGINEERING AND CREOL. TEAMS SHOULD CHOOSE SPACE TO MEET/LEAVE BELONGINGS.