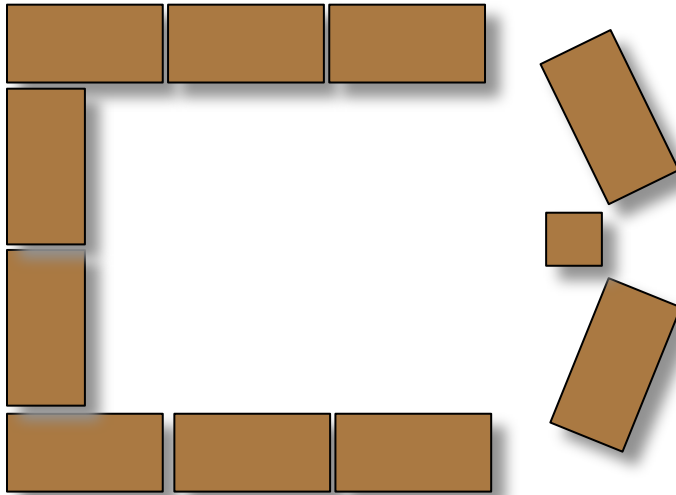


Debate Set Up Checklist

Arrangement of room:



- € Put sign up on door
- € Check the lights – see that the podium is well lit
- € Turn on lights (do this after checking, since they get hot quickly)
The switch is in the utility room next to the bathroom – the correct switch is the upper-right-hand switch

| | |
|--|---|
| | X |
| | |

- € Get out Guest Book – write in today’s date, along with the headers. Place at entrance with pen, and give to any new guests that arrive.
- € Get out Visitor Packets – give to any new guests that arrive
- € Get out Name Tents for the debaters for the evening