

Pre-Event Tasks (2-3 weeks before event)

Below is a list of suggested tasks to complete 2-3 weeks before your event. This list is not exhaustive.

Inventory and Test Equipment

At least two weeks before the Regional Event, the host school should review the equipment to determine if any items are missing or not functioning properly. A complete inventory for each region can be found in Appendix 2: Equipment Inventory List by Region. Appendix 3: Equipment Guide provides instructions on how to operate some of the items. Contact AISC at universityprograms@aisc.org with any questions.

Receive Email from AISC

Leading up to your event you will receive an email from AISC with tracking information for your award plaques and a list of AISC staff attending your event.

Send Final Information to Teams

See [Host Guide Part One](#) for information on Email Blast #4.

Confirm Volunteers, Judges and Sponsors

Make final contact with volunteers and judges to confirm attendance and inform them of any changes. Provide them with a final plan on when and where to be and their duties. For sponsors, please ensure their sponsor benefits are met and they are greeted upon arrival.

Take care of Last Minute Details.

Prepare registration packets. All teams must check in with the host upon arrival. If applicable, have packets prepared with competition materials such as name tags, agendas, campus maps, meal tickets, parking passes, etc., to hand to participants at registration.

Order t-shirt and other competition items. If you are planning to distribute any such items, make sure they are ordered and scheduled for delivery in advance of your competition.

Confirm headcounts with your banquet or caterers. Many caterers are not able to adjust headcounts the day of the event. Be sure to update them several days prior to the competition with your current headcount.

Review SSBC Rules

As the host, you may get questions about the competition rules and procedures. Review the rules and competition procedures so you can be helpful, but realize your role is not to be the judge.