

# Tournament Checklist

**This checklist will help you start a GeoPlunge or HistoryPlunge tournament in your school or community.**

LearningPlunge has many resources already created. Contact us at [info@learningplunge.org](mailto:info@learningplunge.org)!

## 3 months before

- Send 'Hold the date' notices to students, parents, teachers and volunteers
- Begin sign-up for parent volunteers to be dealers on the day of the event (Need 1 volunteer for every 6 players)
- If not familiar with the games, watch the [YouTube videos](#) on game basics.
- Begin teaching the games to students in teams of 3. Consider pre/post assessments. If you do these assessments, please let us know the results - that helps us get funding to continue to offer free resources!
- You will need 1 box of GeoPlunge or HistoryPlunge cards for every 6 players.

## 2 months before

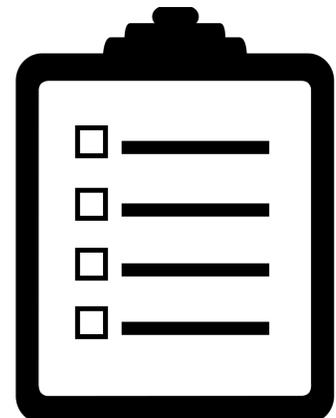
- Coordinate with teachers/volunteers who will work at the event. You will need volunteers for the following roles:
  - Someone to assign teams to tables as the teams arrive on game day
  - Dealers - at least 1 per table, but dealers often like to work in teams
  - Scorekeepers
  - Tournament MC - someone to keep track of time for each round and answer questions
  - Someone to collect scoresheets from each table between rounds
- Send out registration for tournament so you will know how many teams you will have and at what levels of play (this will determine how many volunteers you will need, how much food, etc.)
- If not already started, begin training students. Consider pre/post assessments
- Review space for event; order table and chairs, sound system, if needed

## 1 month before

- Train tournament day volunteers--in person and/or with [YouTube videos](#)
- Continue training students on game basics

## 2 weeks before

- Follow-up/confirm list of players; create event rotations (Contact LP for guidance.)
- Train tournament day volunteers--In person and/or videos (provide packet with instructions)
- Review your card boxes to ensure complete sets. [See LP resources.](#)



- Don't forget social media! But make sure you have written permission from parents if you are planning to use images of players in your social media. We have a parental consent form we can share with you.

## **1 week before**

- Send confirmation email to volunteers with final details; recruit more as needed
- Create table signs with state names (helps with rotations)
- Meet with core volunteers to confirm roles; make necessary copies
- Create packets for each table - our packets consist of:
  - Overview of the day
  - Rule cheat sheets (contact us, we can provide them to you)
  - Scoresheets - one for each round you will play (we can provide these for you)
  - A filled in map for monitors to check and also other cheat sheets for monitors that we can provide you.

## **Day before**

- Gather a box of supplies (pens, highlighters, extension cords, power strip, etc.)
- Confirm room layout and plan for team rotations
- Dealer packages for each table (as described above)
- Master scorekeeper forms
- 1 game per table (make sure monitors know to box up the games at the end and deliver them back to you intact).

## **Day of event**

- Have fun!

## **Other things to consider:**

- Do you want trophies or medals for the winning team? Also consider awards for sportsmanship and teamwork.
- Do you want to have food? (If so, make sure students are not playing while they eat.)
- Secure sponsors?
- Do students still need resources such as maps? Provide copies.
- Do you want to only use 2 or 3 games instead of all of them? If so, which ones?
- Debrief after the event to update notes for next year's event

We have scoresheets, instructional cheat sheets, suggested ideas for team rotations, and many other resources available already made. Do not reinvent the wheel! Contact us. We provide most of our resources free of charge.