

## GEORGIA-CAROLINA QUIZ RALLY RESPONSIBILITIES OF HOST ASSEMBLIES

Below are some guidelines for assemblies hosting a Quiz Rally. The purpose is not to impose, but to provide a checklist so that there are no surprises—or at least as few as possible—on the day of the rally. We greatly appreciate all the work that is done by the host assembly. If there are questions or problems with any of the items below we will be glad to discuss them with you. Please contact DeWitt Jones at 864-232-0529 or [degjones@bellsouth.net](mailto:degjones@bellsouth.net).

### ❖ **Registration**

Set up table at entrance no later than 9:30 a.m. – two or three people to man – provide name/welcome tags, markers/pens.

- Quizzers and coaches ID tags will be supplied by Committee – they will still need name tags.

### ❖ **Set-up in main auditorium**

- Four tables for quizzers with three chairs each, set as equidistant as possible from QuizMaster
- Lectern with microphone for QuizMaster, facing quizzers
- Table for three judges, a table for scorers, and a small table for timer-board operator, all adjacent at front
- Whiteboard/chalkboard for keeping score for audience to see

### ❖ **Nursery**

- Morning and afternoon, not during lunch

### ❖ **Lunch for all attendees**

- Separate room for Executive Committee meeting during lunch

### ❖ **Music**

- Songleader will be provided by Committee
- Projection equipment or overhead projector for songsheets optional

### ❖ **Host assembly will provide video for lunchtime – notify Committee if equipment needed**

### ❖ **Sports activities during lunch break**

- Equipment for whatever is available (volleyball, basketball, etc.)
- Someone to supervise

### ❖ **Welcome**

- Individual (young people's representative?) to welcome group in morning and point out restroom facilities, etc.
- Individual to provide instructions for lunch break
- Also announce that young people are to remain on the grounds during break.

### ❖ **Speaker**

- Individual chosen by Committee
- Host assembly to provide monetary fellowship, accommodations if needed (May choose to have speaker stay over for Sunday meetings)