

What info to email Mr. Gandy at challenge@piratemath.org.

- ☐ (Please do this no less than 2 weeks before the event.)
- ☐ Where, and what time, you will hold the event (gym, cafeteria, classroom, etc.)
- ☐ Team colors and matching teacher's names.
- ☐ Questions you want to use. **The right questions are key to student success, excitement, and effort.**
- ☐ What time do you expect classes to arrive the day of the event?



This is actually very important.

If I've held an event at your school, I probably already have this information.

- Any special info I may need. Example: What's the earliest I can set up? At some schools, we run the event in a multipurpose room, but the students wait here in the morning, so I can't set up, but I can unload and place materials in a corner. In others, the event is held in the cafeteria, but the same conditions apply.
- Any special info I may need. Example: What's the earliest I can set up? At some schools, we run the event in a multipurpose room, but the students wait here in the morning, so I can't set up, but I can unload and place materials in a corner. In others, the event is held in the cafeteria, but the same conditions apply.
- Where do I park my car and my 4 x 6 trailer? The closer I can get to where the event is held, the better. I bring a lot of material.
- Table layout
- I plan where groups and Answer Checkers sit, where I will work the Fast Facts Challenge Station, etc., ahead of time. I do this expedite set up the day of the event. (When possible, I will visit the school ahead of time.) A wide-angle picture of the table set-up is acceptable.