

# **Battle of the Books**

## **Responsibilities of the MHLS Battle of the Books Facility Sub-Committee**

### **Responsibilities of MHLS Battle of the Books Sub-Committee Members:**

- Sub-Committees include: Question Editing, Volunteers, Facility, Publicity/Promotion; Each sub-committee will have 3 to 4 members.
- Fully participate in sub-committee activities by attending meetings and conducting business by telephone and written communications.
- Be aware of, and able to discuss pertinent issues.
- Designate a Chair to report actions and achievements by the sub-committee at committee meetings.

### **Sub-committees**

Each member of the Battle of the Books committee who is not the current Chair, Vice Chair, Treasurer or Website Administrator must be a member of one of the sub-committees. Sub-committee sign-ups will take place in December after the participating library commitment form has been submitted.

In the event there are not enough positions for all participating libraries in that year, those individuals without an assignment will serve on a sub-committee the following year. All members must serve on a sub-committee at least one of every two years.

Each sub-committee will consist of no less than three members but not more than four unless the number of participating libraries does not equal the amount needed to maintain this standard. Committee members may be a member of more than one sub-committee only if all participating members have been assigned to a sub-committee.

Each sub-committee will be appointed a Chair. The Chair of each sub-committee is responsible for: directing the group according to the timeline, reporting progress of ongoing projects, equally distributing assignments amongst sub-committee members and keeping an electronic record of procedures and findings to pass on to the next Chair.

### **Facility Sub-committee**

The facility sub-committee chair is the individual who made contact with the regional event venue. *See venue criteria for more details regarding a suitable facility.*

- Coordination and dissemination of information regarding regional event facility
- Responsible for:
  - contracts,
  - scheduling,
  - site visits,
  - payment,
  - set up and break down of the regional event

### **Timeline**

#### **September – After Regional Event**

- Ship buzzer systems back to MHLS.
- Send thank you notes to venue liaison; gather input about the event

#### **October [Meeting]**

- Share relevant input that may create changes to event structure

#### **November**

- During the next three months facility exploration will take place. If the same facility is chosen, for the following year, the Chair remains the same but the sub-committee members may change.

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- Questions about insurance information should be directed toward the MHLS Finance Manager.

### **December [Meeting]**

- See November

### **January**

- See November

### **February [Meeting]**

- Facility chosen. Invite committee members. All information from the previous sub-committee should be transferred to the new Chair (if applicable).

### **March**

- Set committee members; finalize details with facility contact

### **April**

- Finalize details with facility contact
- Determine when payment is due; coordinate with Treasurer

### **May [Meeting]**

- Keep in contact with facility manager as needed; report to sub-committee as needed; report to Battle of the Books committee as needed.
- Facility Chair: Book four (4) buzzer systems through [tfinnigan@midhudson.org](mailto:tfinnigan@midhudson.org) to arrive at your library the Thursday before the Regional Event.

### **June**

- Keep in contact with facility manager as needed; report to sub-committee as needed; report to Battle of the Books committee as needed.
- Print team signs, hole punch (*see template*)

### **July**

- Keep in contact with facility manager as needed; report to sub-committee as needed; report to Battle of the Books committee as needed.

### **August [Meeting]**

- Final walk through of facility
  - Offer to send a diagram for easy set up with a list of equipment needed (including the number of tables and chairs) for each room being used.
  - Confirm time you can set up the night before.
  - Confirm time you can enter the building the morning of the event.
  - Confirm permission to put up street signs, ask for building use policy about posting signs on inside walls (often posted on facility website).
- Ask website administrator to post any pertinent information to the site: directions, maps, etc.
- Send list of rooms of play to Volunteers Sub-Committee Chair

### **September - Before Regional Event**

- Collect printed materials from Publicity/Promotion sub-committee
- Collect signs, banners and additional materials stored at MHLS
- Verify meeting time and place for sub-committee members to set up the night before
  - Set up rooms of play (*see diagram*)
  - Hang hooks on tables for team signs. Make sure to bring a template.

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- Numbers for players on tables
- Set up Buzzers in each room, test systems, tape down cords.
- Timer or watch with second hand for each room if timer person is not bringing their own.
- Space for full competition bracket, Master Scorekeeper: Central location with 2 tables, 2 to 4 chairs.
- Space for team and volunteer sign-in: 6 foot table and 2 chairs toward the main entrance.
- Post any directional, instructional signs including road signs
- Post directions and parking information to the Google Group

### **Day of Regional Event**

- Arrive at venue 30 minutes before others are scheduled to come. Establish contact with facility manager in case of issues throughout the day. Troubleshoot as necessary.
- Designate a sub-committee member to check-in Battle of the Books teams: handout team signs and direct to waiting areas.
- Designate a sub-committee member to help direct newcomers - lobby or outside facility
- Walk through (clean up as necessary) all spaces used throughout the day. Collect equipment, signage.
- Checkout with facility manager.