

Hosting an MML meet

Preparations:

- Consider the space needed to host the number of students per school that will be attending – plan on each school sending about 15 students (just for planning purposes).
- Contact the school or district facilities manager to arrange for reservation of classrooms and large group space.
 - Reserve classrooms or large group instruction rooms to accommodate the 6 individual rounds for the 5 students from each school in the division (3 or so teams can be accommodated in each classroom). Also reserve a room or location for alternates from each school to participate in each of the 6 individual rounds.
 - Reserve a large space (e.g. the cafeteria) for students to remain in when they are not competing in a round. This space may also be used as the setting for the team round.
 - Reserve a spot for coaches to congregate and to grade questions from each round (ideally a teachers' room or teachers' lunchroom that has enough space to spread out and is accessible to the students with questions or concerns). A nearby photocopier is helpful.
- Email each coach to welcome them to your school and to alert them to any construction issues, bus parking areas, preferred door access, etc. and to alert them to any signs that may be posted to indicate where students and coaches should go. Leave a contact number so the coach can call you if the bus is expected to be arriving past the 3:30 pm start time (realistically this should be your cell phone number as most high school offices are closed after 3 or 3:30 pm). Ask each coach to reply with an estimated number of students attending from that school.
- Plan the snacks. Roughly plan for 2 slices of pizza per student or advisor with a few extra for just-in-case. Call pizza restaurants in the area to try and negotiate a price (get captains and students involved – offer “bonus points”).
Plan for a drink per person as well as some snack food. Does the school cafeteria bake cookies? Are the host team students willing to each bring in a batch of cookies or brownies? Can you swing by BJ's and pick up a pack of Oreos per team? And please remember paper products.
- When the questions arrive in your email, photocopy as indicated and place in a secure location until meet day:
 - A complete set of questions and answers for each coach/advisor either single or double-sided in a packet.
 - 5 copies of rounds 1-6 per team, plus an additional 10-15 for alternates per round (e.g. 7 teams = $7 \times 5 + 10 - 15 = 45 - 50$ for rounds 1-6). Single-sided only.
 - 10 copies of round 7 (the team round) for each team plus an additional 20-30 for any alternates wishing to try the team round. Single-sided.
 - Extra answers to cut and post in the meeting area after each round so students can see the answers.

- Extra team scoresheets for coaches who may need to fill them out when they arrive at your site.
- Each classroom or setting in the school that is used for individual round or team round testing will need scrap paper.
- A timer is needed for accuracy (digital preferred).

Meet day:

- Bring scissors and tape so you can post answers for each round and updated team scores around the cafeteria or large group meeting room. Or borrow an overhead projector to update team scores on a transparency.
- Place signs outside each testing classroom indicating which teams (or all alternates) are competing in each room.
- If necessary, place signs that direct students to the cafeteria or restrooms and advisors to their meeting place. You may want to assign a host student or students to welcome the visiting teams as they arrive and direct them to the cafeteria or other assembly room.
- Plan to serve snacks to the students by 3:10 – 3:15 so they are ready for the first round at 3:30 pm. You may want to have an adult helping with this.
- When the division coordinator arrives, enlist his or her help to assign coaches as proctors, graders, a timer and a runner (to bring completed tests to the teacher's room for grading). A coach may not proctor in the room in which his or her students are competing. These assignments can be broken down by rounds for equity.
- The first round should begin at 3:30 pm. If a coach has called and informed you his or her team will be arriving late, the start time may be delayed five or so minutes. If a school arrives while round one is in session, follow the procedures outlined in the MML rules (i.e. sequestering a team for rounds 1 and 2 until they “catch up”).
- If the team round is to be held in the large space the students are congregating, encourage them to begin cleaning the tables in round 6 so the area will be cleared for the team round.
- When the team round is completed, remind the students to bus their own garbage and recycle paper, plastic, etc. if this is possible in your school.
- Be sure the division coordinator has the team scoresheets to send to the contest director via email.
- Give yourself a pat on the back! You did it!