**Quantity Printing** (things that only need a few copies are not listed)

* Individual tests
	+ Number of copies – Registration count + 10% or 20, whichever is greater
	+ Format – Single-sided, with cover sheet fed from a different tray, colored paper
* Bowl tests
	+ Count teams by division
		- Divisions with opens – any school with at least 2 students
		- Divisions without opens
			* Floor of registration number divided by 4, add 1 if 3 mod 4.
			* Combine counts of all remaining students, take ceiling of this number divided by 4.
	+ Number of copies – 2 \* (Team count + 2)
	+ Format – weave in cover sheets, double-sided, double staple, cut in half
* Other bowl stuff
	+ Bowl answer sheets (by division)
		- Number of copies – ceiling of (team count + 2)/4
		- Format – single-sided, double staple, staple on the other side, cut in four
	+ Bowl scoring journal
		- Number of copies – (total team count + 12)
* Open tests
	+ Number of copies – (Registration count – team round student count) + 10% or 20, whichever is greater.
	+ Format – same as individual
* Other
	+ Dispute forms (~450 used at Jan invite 2018)
* Cover sheet colors
	+ Algebra I –
	+ Geometry –
	+ Algebra 2 –
	+ Precalculus –
	+ Calculus –
	+ Statistics –
	+ Theta Open –
	+ Alpha Open –

**Folder preparations**

Registration

* For each school
	+ Receipt
	+ Programs
	+ Maps

Individual

* Preparation
	+ Designate area(s) for individual testing
	+ Count desks for each room
	+ Assign rooms to each division tested.
	+ Cover up math related posters on the day before
* For each room
	+ Tests (number of desks + 1)
	+ Proctoring directions

Team

* Count the number of teams for each division, make a folder for each (2 extras)
* For each folder
	+ 4 packets of questions
	+ 1 packet of answer sheets
	+ Labeled for assigned seating (optional)

Team round scoring

* Big room
	+ Extra answer sheets
	+ Projector transparencies (2 sets)
	+ Pens/pencils for scoring/running
	+ Rubber bands and/or paper clips
	+ Round 1 scoring
		- Geometry answer key (2 copies)
		- Algebra 2 answer key (2 copies)
		- Geometry scoring sheet
		- Algebra 2 scoring sheet
		- Geometry question packet
		- Algebra 2 question packet
	+ Round 1 voice
		- Script
		- Geometry answer key
		- Algebra 2 answer key
	+ Round 2 scoring
		- Calc answer key (2 copies)
		- Precalc answer key (2 copies)
		- Calc scoring sheet
		- Precalc scoring sheet
		- Calc question packet
		- Precalc question packet
	+ Round 1 voice
		- Script
		- Precalc answer key
		- Calculus answer key
* Small room
	+ Extra answer sheets
	+ Projector transparencies
	+ Pens/pencils for scoring/running
	+ Rubber bands and/or paper clips
	+ Round 1 scoring
		- Statistics answer key (2 copies)
		- Statistics scoring sheet
		- Statistics question packet
	+ Round 1 voice
		- Script
		- Statistics answer key
	+ Round 2 scoring
		- Algebra 1 answer key (2 copies)
		- Algebra 1 scoring sheet
		- Algebra 1 question packet
	+ Round 2 voice
		- Script
		- Algebra 1 answer key

Dispute room:

Scratch paper

Round 1

Calc indiv test and solutions

Precalc indiv test and solutions

Algebra 1 indiv test and solutions

Theta open indiv test and solutions

Stats team test and solutions

Algebra 2 team test and solutions

Geometry team test and solutions

Round 2

Stats indiv test and solutions

Algebra 2 indiv test and solutions

Geometry indiv test and solutions

Alpha open test and solutions

Calc team test and solutions

Precalc team test and solutions

Algebra 1 team test and solutions

Scoring room:

Printed registration spreadsheet

Printed and Bubbled answer keys for

Algebra 1 indiv

Geometry indiv

Algebra 2 indiv

Precalc indiv

Calc indiv

Stats indiv

Theta open

Alpha open

(Day of)

Highlighted roster of all the schools

Signs

Every door – room number, round 1, round 2

Enlarged answers for all divisions

Registration, dispute, directions to buildings, etc.