

# *projectOUTREACH*<sup>®</sup> at **Global Finals 2009**

## *Take Charge!*

Congratulations to you and your team on your accomplishments this year. We look forward to meeting and working with you at Global Finals 2009! We know the *projectOUTREACH* teams will demonstrate for us just how much fun making a difference in your community can be.

We would like to share with you information about the Sites for *projectOUTREACH* which, will be in the Knoxville Convention Center (KCC).

- **Prop Storage** will be in Rm 200A
- **Presentations** will be in KCC Lecture Hall
- **Exhibits** will be outside the KCC Lecture Hall in areas marked with blue tape.

**Before the Presentation:** Prop Storage Areas will be provided for all competitors in Room 200A, which is near the Presentation and Exhibit Sites. The exit leading to the Prep Area will be clearly marked. Please be courteous and keep the doorway and a pathway to it clear so that teams competing can exit with their props without damaging other team solutions in the process. If your team does not compete until Friday or Saturday, please store your props further back in the room. Electrical outlets are provided along the walls of the Prop Storage room. All teams will need to have access to these, so please do not allow your team to block them with their props, costumes, tools, etc.

Once your team has uncrated their props, it is best to have only the team and Team Managers in the Prop Storage room while the team assembles their solution. Only team members may reassemble or repair their Challenge solution, and no one is allowed to move or touch another team's Challenge solution or tools. Spray painting is not allowed inside the Prop Storage area, so please plan to find a safe place for your team to do this outside if it is necessary. Teams are usually happy to share tools and supplies, but do not borrow tools or equipment from other teams without their permission. Be courteous of other teams and refrain from running, throwing, or rough-housing around and in the Prop Storage Area. This type of behavior is inappropriate and leads to broken props that may belong to another team.

*Rules of the Road*, Rules of Interference for Team Challenges, pages 17 –20, apply to this Tournament as they have to all others! Appraisers and other Tournament Officials will deduct points for Interference or Unsportsmanlike Conduct in order to keep a level playing field for all teams.

**On the day of your team's Presentation:** Your team should report to the ***Prep Area at least 20 minutes*** before their scheduled Presentation time. At that time the team will turn in their **Portfolio** and will be instructed on the location of the **Public Exhibit Spaces**. On Saturday morning, Knoxville hosts the Tennessee Sports Medicine EXPO - 10K, 5K & Fun Walk road race, and several streets are blocked off and traffic rerouted for this. So teams and spectators should allow some extra time to get to the Presentation Sites on Saturday morning.

The Prep Area Appraiser will direct your team to bring their props through a doorway into a semi-private Prep Area, where they will meet prior to entering the Challenge site through another entryway. Please make sure your team has their **Portfolio** with them and they give it to the Prep Area Appraiser at this time. Please follow the signs at the Site that will direct you to the Prep Area. After your team completes their Presentation, they will move their exhibit to the **Exhibit** area during their assigned time for the Public Exhibit. Each team will need to have their **Exhibit** displayed for the assigned time to receive points for that element of the Challenge. The Public Exhibit will be from 1:00pm until 3:00pm on the day that your team presents their solution. After 3:00pm they should remove their solution from the Exhibit Area.

## **Presentation Site**

The Presentation Site is on a raised stage with a wooden floor that is larger than the minimum size required by the Challenge (8 feet deep x 10 feet wide). Parents and other non-team members may assist the team in moving their Challenge solution to the Launch Area. This Challenge has no boundaries, so there are no restrictions that limit the area that team members may use to perform. The edges of the floor will be marked with caution tape.

Parents and supporters must enter the Challenge sites through the Audience Entrance doorways to watch the Presentation. Please be courteous and do not enter or leave a Presentation Site while a Presentation is in progress.

At no time, before or after scheduled competitions, will teams be allowed to practice or rehearse in the stage area. We want to make sure we provide a level playing field and safe environment for all teams and our equipment. Props and set pieces should not be left unattended in hallways, and teams should not practice in busy hallways. Hallways must remain clear to provide a safe environment for all of our teams and spectators.

Additional lights may be set up by our camera crew around the Presentation Site and turned on for all teams. Remember, the lighting at the Presentation Site may not be dimmed, altered, or turned off during the team's Presentation. Microphones will not be available for teams to use during their Presentation.

While we understand that you want to save this moment for posterity, because of the number of teams and time constraints, staged pictures cannot be taken of the team in the Presentation Area.

After the Appraisers have finished talking with the Team, the teams and their supporters will remove all items from the Presentation Area. The team should move the Exhibit items to the Public Exhibit area or back to the Prop Area until the Public Exhibit time. The Exhibit items must be in the Public Exhibit Area from 1:00pm until 3:00pm on the day the team presents its solution. Although it is not required for the team to stay in the Public Exhibit Area during this time, this is an excellent opportunity for the teams to discuss their projects and solutions with other interested people. All props and costumes not intended for use in the Exhibit may be disposed of in the rolling dumpsters located outside of the Public Exhibit area. Some teams use this time to celebrate the hard work of the season with a "Dumpster Party." All Exhibit items must be removed from the Public Exhibit Area soon after the 3:00pm end of the Exhibit time.

Before you leave the building, be sure to double check the Prop Storage Area, Exhibit Area and the Presentation Site to make sure that the team has removed all of their items, tools, repair kits, etc.

We hope this helps, and we look forward to seeing you at the **Team Managers' meeting on Wednesday, May 20 at 3:30pm in the Knoxville Convention Center Ballrooms**. After the general meeting, we will go to Room 301D and review the specific layout, introduce your Head Appraiser, and address any last minute issues pertinent to the Challenge or Presentation Sites. Please let us know your questions or concerns so we can help make this a positive and fun experience for everyone.

We hope this brings order to chaos, and light to your understanding of what will happen at Global Finals!

Paul Middendorf Jennita Speicher

International Challenge Masters  
projectOUTREACH – *Take Charge!*