Things to consider when hosting a CJML contest

Reserve a room to accommodate students taking the contest. Contact our statistician to approximate the number of students that are attending our events. The approximate numbers are: 20 schools and 150 students.

Reserve a room for our coaches' meeting. Provide refreshments that can be reimbursed by the treasurer from the teacher fund.

Have students check in our schools as they arrive. Use the list on page 2 to check in schools and list the number of students and advisors present.

Distribute tickets to students as they arrive so they can exchange the ticket for pizza and a drink.

Pizza and Drinks:

You should order about 22 pies for the kids, so that there is a margin of error, plus a couple of pies for the teachers (to be reimbursed from the teacher fund, of course). There is no directive to serve the kids soda. Water is great. You can pay for things in advance and then the treasurer will reimburse you by check.

You can get reimbursed up to $400 for the refreshments that you provide for the kids. (Refreshments that you provide the teachers are not included in this $400 figure.)

Photocopy the contest

You should photocopy a lot of extra copies of the contest, so that each coach can have a few -- about 230 copies. And just as many copies of the solutions. We only need about 25 copies of the answer key, since that's just to help the coaches while scoring.

Items to have during the contest.

- Microphone for the event.
- Extra pencils and a sharpener ready.

Make sure that there is an open bathroom.

Make signs as necessary to show teams how to get from the bus drop-off to the contest venue.

Get some students to agree to help with clean-up, including taking down those signs I mentioned in the last item.

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	CJML - Participating Schools		
		# of students	# of advisors
1	Bridgewater-Raritan High School		
2	East Brunswick High School		
3	Edison High School		
4	Highland Park High School		
5	Hillsborough High School		
6	Immaculata High School		
7	JFK High School		
8	JP Stevens High School		
9	Metuchen High School		
10	Middlesex County Academy		
11	Middlesex Twp. High School		
12	Monroe Township High School		
13	Montgomery High School		
14	North Brunswick Township High School		
15	Perth Amboy High School		
16	Piscataway High School		
17	South Plainfield High School		
18	Union Cty. Magnet High School		
19	Union Cty. Vocational Technical School		
20	Union Cty. Academy for Allied Health Sciences		
21	Union Cty. Academy for Information Technology		
22	Union Cty. Academy for Performing Arts		