

Battle of the Books Site Coordinator Checklist

Pre-Event Preparation

- ☐ **Register & Submit Payment** Complete registration & send payment postmarked by Friday, Nov. 6, 2026.
- ☐ **Secure Transportation** Arrange buses or carpool plans for event day.
- ☐ **Send Out Book List and Deadlines** Distribute to teachers, students, and parents.
- ☐ **Create Battle of the Books Sections**
 - Encourage teachers to set up a Battle of the Books area in their classrooms.
 - Work with the library to feature a Battle of the Books display.

Student Preparation & Progress

- ☐ **Set Benchmark Deadlines** Establish dates to track student reading progress. (Checklist, Read-A-Thons)
- ☐ **Create Reward System** Recognize students who meet milestones. (Library Lock-In, Reading VIP)
- ☐ **Practice Rounds** Schedule a few practice battles to prepare students for the event.

*School sets of questions can be purchased at www.americasbattleofthebooks.org

Volunteer & Staffing

- ☐ **Recruit Parent Volunteers** Day of Event: 1 adult to every 7 students.
- ☐ **Secure Reader and Timer** Day of Event: 1 reader and 1 timer per team (ideally staff)

Student & Volunteer Organization:

3rd grade and Junior High Due March 12, 2027 4th-6th grade Due April 16, 2027

- ☐ **Submit Names of Student Participants and Adult Volunteers** (First and Last name) Pair each shepherd with specific students (if they are related). Give Reader and Timer names.
- ☐ **Order T-Shirts** (Optional) Confirm sizes and submit order by deadline.
- ☐ **Make Name Tags** Include Name, School, and Team. **Team Assignments will be sent to you the week before.**
- ☐ **Parent Letter and Permission Slip:** Send home info and permission slip including Spectator cost and link to prepurchase tickets.

Day-of-Event Logistics

- ☐ **Plan for Lunch** Make a plan for students and volunteers. (Picnic is the easiest)
- ☐ **Confirm Transportation** Double-check pickup and return times.
- ☐ **Prepare Supplies** – Large black trash bag, pop-up tent, water/hats
- ☐ **Check In at Entrance-** Coaches/Coordinators check in thier team. Volunteers check-in early at the Volunteer Check-In station. Spectators should prepurchase their entry with the group discount code.