|  |  |
| --- | --- |
| Requirement | Check |
| Available overnight (optional) |  |
| Sufficient capacity |  |
| Appropriate physical space |  |
| WiFi |  |
| Power, extension cords and power strips |  |
| AV equipment and staff |  |
| Tables and chairs |  |
| Food |  |
| Accessibility |  |
| Security |  |
| Available space for:  Check-in  Work  Staff  Eat  Sleep (optional) |  |
| Parking spaces (judges first, then others) |  |