



# CHECKLISTS

## BEFORE YOUR TEAM LEAVES HOME

- Have team members fill out a medical release form and have it signed by parent/guardian.
- Ship props between May 1 and 21. Don't forget to attach the shipping label. Include only items for one problem and division in each package.
- Leave a list of all team members and chaperones' names and any cell phone numbers with family members.
- Pack clothes for recreational activities.
- Leave the emergency number with family members. In the event of an emergency at home, family members should call ISU Police at 515-294-4428.
- Check on your props—go to <http://www.fpm.iastate.edu/odyssey2006/>
- Remind your team to pack their bathing suits and tennis shoes! Bring extra pillows if needed (you'll receive only one in residence housing) and universal plug-ins if coming from outside the U.S.

## ONCE YOU ARRIVE

- Check in at Iowa State Center, Scheman Building
- Turn in your team's medical release, media release and climbing wall release forms
- Check on your props with the shipping/receiving clerk at Scheman during check-in or at the prop information table on Thursday or Friday in the Memorial Union
- Locate assigned residence area and dining center.
- Call 4-HELP (515-294-4357) if you need information after arriving on campus
- After your arrival, have your team members give family members at home their residence hall room number and building name, and the 24-Hour Conference Desk number for your assigned living area.
- Use the free shuttle to get around campus and Ames
- Stop at the post office in the Memorial Union for your official Odyssey of the Mind cancellation stamp