



## GAME DAY CHECKLIST

### Set Up Check-In Area

- Designate an area where players can check in as they enter the room
- Group Character Name Tags by sector and arrange them in order starting with #1 in each sector
- If using printed Sector Cards, put 6 of them at the check-in area so players can see the sector names

### Set Up Player Tables

- Set up 6 tables and distribute chairs evenly among them
- If using printed Challenge Boards, place 1 Challenge Board next to each table. Flip it over so the front is hidden from player view.
- Put a few writing utensils on each table
- If using printed Sector Cards, place 1 on each table
- EARTHQUAKE SCENARIO ONLY: If you plan to use the “Chasm” surprise challenge, put a line of masking tape on the floor down the center of your game room. When you issue the challenge, players will be prohibited from crossing over the line.

### Set Up Podium/Facilitator Area

- Designate an area where the facilitator/helpers will be based
- Set up and test microphone (if applicable)
- Prepare materials for facilitators/helpers:
  - Give 25 X Cards (from the Resource Card Deck) to facilitator or helpers
  - If using printed Script & Instructions, give a copy to facilitator and each helper
  - FLOOD SCENARIO ONLY: Give copies of Flood Prediction Challenge/Answer Key to facilitator or helpers
- Prepare materials for players, then set these materials aside and hide from view of players. Distribute them only when prompted by the script/instructions. Player materials include:
  - A packet for each sector that includes: a set of 24 sector-specific Resource Cards, printed Prepare Phase Rules (if using), printed Resource Description Sheets (if using), and River City Maps (flood scenario only)
  - Printed Respond Phase Rules (if using)
  - Printed Post-Game Handouts (if using)

## Set Up Electronic Equipment

*If you ARE using the Digital Game Portal:*

- Set up the facilitator’s device at the podium and one player device at each of the 6 player tables. Ensure each device is fully charged or plugged in. If using tablets, prop player devices in center of each player table for easy viewing and interaction.
- Connect all devices to the Digital Game Portal, starting with the facilitator’s device. When all devices are connected, tap “Start Your Game.” You should now see the script on the facilitator’s device and a sector badge on each of the player devices. Consult troubleshooting guide if needed (find the link on our “Host Your Game” page).
- Check device settings for ways to turn off automatic notifications and auto-lock. This will help prevent the device from going dark or issuing non-game sounds (such as email notifications) during the game, ensuring a smooth playing experience.
- If using printed Challenge Boards, use the matrix below to position player devices near the correct neighborhood’s board. (Player devices should show the sector names at this point, but challenge boards should be flipped over and hidden from player view.) If using printed Sector Cards, display these cards next to the corresponding player device.

Sector	Coastal City Neighborhood	River City Neighborhood	Rock City Neighborhood
Households	Oceanside	Waterview	Old City
Community Groups	Old Town	Downtown	Hillside
Businesses	Sunnybrook	Lakeshore	The Falls
First Responders	Waterfront	Riverside	Rock Center
Local & State Government	Fisherman’s Row	Clearwater	Midtown
Federal Government	Meadowglen	Meadowland	Quarrytown

*If you are NOT using the Digital Game Portal:*

- Load all Visual Effects on the device that is connected to your projection screen. Launch City PowerPoint (on continuous loop) before players enter.
- Connect speakers and turn up the volume so that players can hear the Sound Effects. Check that Sound Effects are working properly.

## Prepare Facilitator and Helpers

- Review script; note any desired tweaks to better fit the needs of your group
- Brief all helpers on their roles and responsibilities, such as:
  - Helping players acquire and understand the information on their name tags
  - Managing/troubleshooting Sound Effects, Visual Effects, or Digital Game Portal
  - Distributing game materials when prompted during the game
  - Flipping over Challenge Boards at the appropriate time
  - Being on hand to answer questions

## Welcome Your Players

- As players enter, give each person a Character Name Tag. Start with #1 in each sector and work your way down to ensure players are evenly distributed among the tables.
  - Alternatively, you may let players choose their sector (it helps to have printed Sector Cards at the check-in area). Reserve 1-2 name tags from each sector to use for the final few participants; this way if there are any no-shows, the players will be evenly distributed among the tables.
- Instruct players to find a seat at their sector's table. The color and badge on the Sector Card (or player device, if using the Digital Game Portal) should match the color and badge on the player's name tag.
- Invite players to write their name on their name tag and consider their character's role in the community while waiting for the game to begin.