

Arbitration Variations in Real Time
November 11
3:00 – 6:00 p.m., Room 114

To do:

1. **Copies** – each different packet will have a different color cover sheet and award form. There are **4 different forms**. The other information in the packet will be the same for all of them. Staple the entire packet together. The packet will contain: cover sheet, agenda, award form, exhibits, stipulations, evaluation (on a color piece of paper – same throughout).
2. Set up a table between room 114 and 118 (there is usually a table there) for registration and a table for food in the hallway near registration. Put a table cloth on both tables (we have them in the 4th floor work room).
3. Food will arrive at **2:30 p.m.** from Bagel Brothers (513-221-4000). Make sure everything arrives and set it up.
 - a. Coffee, cookies, brownies, fruit tray, and assorted sodas.
4. Afternoon snacks. Possibilities: Cheese and Veggie tray? Undetermined at this point. Delivery at 5:45 pm (if there will be snacks in the afternoon). Possibly pizza, depending on how many students and others are coming.
5. Be at the registration table starting at **2:30 p.m.** to check people in as they arrive and give them a packet of handouts and CLE card (if needed). Get updated registration list from Mindy.
6. Grab a box from Mindy's desk area for people to turn in CLE cards and Evaluation forms and put this on the table as well.
7. Stack the handouts on the registration table as follows:
 - a. 3member panel – no bracket packet (TMAN)
 - b. 3member panel – no bracket packet (TMAN)
 - c. 3member panel – no bracket packet (TMAN)
 - d. Single Arbitrator no bracket packet (SA)
 - e. 3member panel –bracket packet (TMAN-BI)
 - f. 3member panel –bracket packet (TMAN-BI)
 - g. 3member panel –bracket packet (TMAN-BI)
 - h. Single Arbitrator bracket packet (SABI)

And so on, in the above order. People will take a packet from the top as they arrive, so that the groups are randomized.