**School District IT Coordinator Questionnaire**

***For the Event Partner*** – Please have your **school district IT coordinator** (not the school’s IT contact) complete the following questions. All questions relate to access for guest/non-school owned computer/devices in the main gymnasium where the event will be held. Access for guest/non-school owned computers/devices would be used for the scoring/commentary system used to rank first to last place.  The software runs on tablets that judges use to record audio files and enter scores.  There is also software that runs on a Windows computer that compiles all of the scores for announcing.

Is Wi-Fi available in the gymnasium? YES or NO

What is the upload speed of the Wi-Fi?

Can guests/non-school-owned computers access it? YES or NO

If not, how can we get access to the internet?

Do guests/non-school-owned computers need a username/password? YES or NO

If yes, what are they? Username:

Password:

Is there a Wi-Fi timeout that could kick us off the internet? YES or NO

If there is a timeout, what is the timeout period?

Is there a hardwire internet available in the gym?

What is the upload speed of the hardwire internet?

Has your venue ever held a webcast of events?

Are there any firewalls or blocks on the internet that would prevent sending out a Live Webcast Feed?

YES or NO

Do you block MP3 uploading? YES or NO Does your school utilize cell phone jammers? YES or NO

Is there an upload size restriction? YES or NO Do you block non-browser/custom User Agents? YES or NO

Are the following websites accessible from your system from a non-administrator access?

competitionsuite.com YES or NO services.competitionsuite.com YES or NO  
data.competitionsuite.com YES or NO upload.competitionsuite.com YES or NO  
mobile.competitionsuite.com YES or NO [wgi.org](http://wgi.org) YES or NO

This Event is held on Saturday/Sunday, do you shut down Wi-Fi on the weekends? YES or NO

If yes, can you keep it enabled the weekend of the event? YES or NO

If you can keep it enabled, what is the procedure to keep it enabled for the weekend of the event?

Is there an "on-call" staff member we can call if there are issues?   YES or NO

Name and direct phone number?