



COURTROOM COORDINATOR CHECKLIST

- Scan the courtroom to note how the furniture is positioned so it can be put back the same way when the trial ends. (Note where chairs, tables, stands, etc. are located.)
- Pass out the score sheets to the Judge and the scorers.
- Read welcoming remarks from script page.
- Collect score sheets **before** comments from scorers begin. **Make sure all of the white boxes are filled in.** Return score sheets to the Mock Trial Staff (first floor).
(During this time, the judge and scorers will be giving feedback to the students).
- Return to the courtroom and begin your closing remarks from the script page. (Optional)
- Make sure the courtroom is left completely clean! Nothing should have been moved. However, if something was moved, please return it to its original location.
- Return folder and name badge to the Mock Trial Staff.

Thank you for volunteering your time!

