

COMMITTEE INSTRUCTIONS  
TREASURE HUNT NIGHT  
NOVEMBER 3, 1979

SETTING OUT CLUES

Clues should be in place by 6:00 p.m. The attached schedule identifies the clue set-up responsibilities. Use your treasure hunt book for clue site descriptions for setting them out. The emergency solutions give exact numbers of feet, landmarks to be noted, etc. For visual displays, place clue tag stake next to the display.

CHECK-OUT

Check-out team consists of the Halls and the Weigels. Kasprzyks, Fajens and Bjornholts will also be present to assist. Check-out begins at 6:15 p.m. sharp and is over at 6:45 p.m. Hunters must sign a liability release form for their car, and give all the information requested on the form. Forms may be handed out to the hunters as soon as they arrive at the check-out area. Hunters must show tickets before receiving the brown bag.

At exactly 6:15 p.m., brown bags with the starting instructions, and starting clue for that car, will be handed out. As this is done, car number and starting time will be recorded on the form which is then detached from brown bag and retained by the committee for scoring.

Note: explain to each hunter that the unopened emergencies plus the clue tags and envelopes are turned in with the clue check-off sheet.

CLUE SITE PATROL

A schedule is attached showing each couple's responsibilities for the hunt night. Follow it as closely as possible. If you find it difficult to keep on schedule, give visual displays priority. However, note that in the schedule, most paper clues receive only two checks during the hunt, so it is certainly preferable that they be skipped only in an emergency.

If you find that a visual display has failed, and cannot be repaired, remain at the site and give hunters arriving the circle number only of his next clue. Make a report of this to headquarters as soon as possible. CB radios will be used if possible to communicate between committee members. Use it to call in or relay messages to headquarters.

You will be provided with special credit slips for emergency issuance only. (Chairman will explain.) Of course, no special credit for car trouble, illnesses, etc.

Check with headquarters (radio or phone) about once an hour. You will be given any messages about clues along your check route, and you should report any difficulties which may have arisen during your checking. A log book is maintained at headquarters for recording all information relayed or received.

WEAR YOUR RED HATS AND ARMBANDS

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### SCHEDULES

An attempt has been made to schedule every committee couple to check their own visual displays, and to check as many others as time permits, so that you have time to "see them in action".

The times on the schedule are arrival times at each clue site. There is no need to remain at a paper clue site unless there is a problem with it.

### HEADQUARTERS PHONE-- 991-9946 or 948-0867

Headquarters is located at 71st St. just north of Shea behind the convenience market. Each couple will have a period of time to spend at headquarters. An attempt has been made to allot the times evenly. It is important that headquarters be maintained at all times, so do not leave until your relief as arrived. Try to arrive on time!

Record all actions, call-ins, and problems in log book, making note of times. Leave book with your relief.

When a hunt car calls in for the answer to Clue A, check their car # and verify that they are solving for Clue A. If they check out, give them the clue circle number only.

### PICK-UP OF CLUES AFTER HUNT

The attached schedule indicates who is responsible for picking up clues after the hunt. As soon as possible after the hunt, pick up remaining visual displays, all tags, and all envelopes.

RETAIN STAKES AND WIRES at home, and bring them to the committee banquet in your car. I will put them in storage for next year.

### RESTAURANT CHECK-IN

Rugens and Johns are in charge of check-in. Check-in times are on your schedule. Report to restaurant at the assigned time. You will be assigned to assist in scoring or in other tasks, as required. If any hunters check in before 11:15, their time is the same as if they had checked in at 11:15 (00:0 on the score sheet).

### SCORING

Fajens are in charge of scoring and will make assignments.

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### EQUIPMENT-TREASURE HUNT NIGHT

#### CHECK-OUT (Halls)

card tables - 2  
chairs -4-  
pencils  
release forms  
brown bags (check-out  
slips and score sheets  
attached)  
lanterns

#### TREASURER (Johns)

list of hunters  
bring check book

#### CHECK-IN (Rugens)

clue books  
ditto machine

#### PUBLICITY (Kozliks)

camera  
log book

#### SCORING & PRIZES (Fajens)

prizes  
check-in slips  
check-out slips with car number  
and starting times  
camera  
timer  
time allowance sheets  
score sheets

#### MAP-MAKER (Weigels)

Map with marked clue sites

#### SAGE (Kasprzyks)

Pre-typed scoring ditto-master

#### CHAIRMAN(Bjornholts)

rubber bands  
pigeon-hole box

#### EACH COMMITTEE COUPLE WILL HAVE IN HIS CAR:

#### HUNT NIGHT SCHEDULE, MAP AND ANSWER BOOK

Guard these with your life so they will not fall into the hands of  
a hunter---and spoil his fun!

#### OTHER STUFF

A hammer for pounding the stakes into the ground and a spade or shovel for  
digging holes to securely plant visual clues so they can't fall over or  
be pushed over.

Pliers, screwdriver, etc., in case a display needs repair.

two flashlights

Scotch tape

aspirins

baggies

coffee

snacks--remember: we don't get to eat until we get together at Fajen's  
after the whole thing is over!

calculator

pencils

time allowance forms for emergency use