



## CHECKLIST

### BEFORE YOUR TEAM LEAVES HOME

- Have team members fill out a medical release form and have it signed by a parent/guardian.
- Ship props between May 1 and May 16. Don't forget to attach the shipping label. Include only items for one problem and division in each package.
- Leave a list of all team members and chaperones' names and any cell phone numbers with family members.
- Pack clothes for recreational activities.
- Leave the emergency number with family members. In the event of an emergency at home, family members should call the MSU Operator at (517) 355-1855. Make sure that they identify themselves as someone looking for an Odyssey Competition Member.
- Check on your props- go to [www.universitystores.msu.edu](http://www.universitystores.msu.edu)
- Remind your team to pack their bathing suits and tennis shoes! Bring extra pillows if needed (you'll receive only one in residence housing) and universal plug-ins if coming from outside the U.S.

### ONCE YOU ARRIVE

- Check in at the IM West Building.
- Turn in your teams medical release, media release, and team contract.
- Check on your props with the shipping/receiving clerk at IM West during check-in.
- Locate assigned residence area and dining center.
- After your arrival, have your team members give family members at home their residence hall room number and building name.
- Use the free shuttle to get around campus.
- Have fun at the World's Pioneer Land-Grant University.

