

## City GC Leads—Guidelines

### Pre-Game Stuff to Do

1. Recruit your local City GC crew.
  - City GC crews usually consist of 2-4 people, depending on the number of teams playing and the size of your city.
  - Other City GC crew members are optional but recommended. You can always tap them to help organize puzzle materials.
2. Recruit Teams and promote the hunt.
  - Most City GCs use social media or word-of-mouth to get this done, but some other helpful strategies include:
    - Placing ads in local newspapers, on radio stations, etc.
    - Papering local colleges and universities with flyers if you're allowed.
    - Posting notices at local game stores. And get some dice while you're at it; you can always use more six-sided dice, am I right?
    - Sing DASH praises in relevant local email lists.
  - Decide in advance the maximum number of teams that can play while still allowing you to keep your sanity.
3. Communicate with teams as DASH-day approaches.
  - You'll need contact info for each team (mobile, email, GPS coordinates of home...scratch that last one).
  - Collect money as teams sign up. This is the preferred method, because nobody likes to send an enforcer to collect later. And that's **illegal** too, so don't do that.
  - Manage the wait list. By the way, if you have a wait list, then you are living the dream.
  - Answer player questions by email; they always have so many questions.
4. Keep track of tee-shirt orders.
  - When it's time, send orders to the International Coordinator(s)
  - You can send money for tee shirts to the DASH Paypal account
5. Set up a financial tracking system.
  - You can use Paypal or Google Wallet, for example.
  - Some people set up separate checking or savings accounts.
  - We don't recommend LLCs, but be aware of tax implications if you are managing a lot of money for the game.
  - Choose the fee you will charge DASHers, but remember that you want maximum attendance. Hint: You're not going to make a living doing this thing. It's just for funsies. Aim to break even.
  - Sometimes, the International Coordinator(s) will have access to surplus funds. Don't be afraid to present your bowl and ask, "Please, sir, can I have some more?"
6. Keep up with GC communication
  - We have a Trello board for task organization and communication. If you don't participate, how else will you keep up with our plan for world puzzle domination? And other stuff.

- Let the International Coordinator(s) know if you're having difficulties or need help; they're here to make your life better, not just to nag you. In fact, it's not too much of a stretch to say it: We love you guys.
  - If it's a slow time, check in with the International Coordinator(s), so they know you haven't given up your GC role and moved to Belize
  - If you move to the Belize, please invite the International Coordinator(s) for a visit
7. Get involved with play testing
- Um. This is the best part. And it will totally help you plan the hunt.
  - As puzzles become finalized, try to play test the entire hunt on your chosen route, to check for unforeseen difficulties. Hidden booby traps, winds of unimaginable velocity, drunken pirates...you get the idea.
8. Choose a route
- It should cover about 45 – 90 minutes of walking/wheeling in a wheelchair.
  - Pick a route that will accommodate the number of teams who have signed up for the hunt in your city—the more teams you have, the more necessary it is to find sites than can accommodate large groups of people.
  - If the route fits the theme of the hunt, and individual sites are related to the puzzles planted there, that's *awesome*, but it's not necessary
  - Ideally, the starting location is near the end location. If not, you may want to warn teams in your pre-game communications so they can make the best parking decisions, should they drive to the hunt.
  - Speaking of parking, in cities where most people drive to and fro, try to pick a starting location with available parking nearby. Communicate with your teams about parking cost and availability.
  - You can reorder the puzzles (if solutions allow this) to make better use of your route or to address other constraints (re: drunken pirates in the area).
  - Carefully consider the area around each site.
    - The start site must accommodate all players at once, but teams will spread out as the hunt progresses. Later sites will have fewer teams sardined together.
    - Make sure you've chosen a site that won't get you busted by security and won't cause annoyance to patrons, passersby, or other community members.
    - Get permission for each location if necessary. Private sites typically only require the handshake of the owner. Public sites may require a permit, payment, or event insurance. If someone demands your soul or your first born, *run*.
    - Call site owners/managers the week before the hunt to remind them that the hunt is on like Donkey Kong
    - Try to pick sites that will be easily accessible to DASHers who wheel in wheelchairs, walk with canes or crutches, or who are shorter in stature.
  - Remember, puzzlers have to eat. Puzzles make the brain work hard, and the brain can only use glucose for fuel. Try to plant your middle puzzle somewhere near glucose distributors, where puzzlers can grab lunch.
  - Make sure there aren't any other local events (or, *gasp*, other puzzle hunts) happening near sites along your route.

- Sometimes it rains. I'm looking at you, England and Seattle. Try to plan for weather, if possible (e.g. if it's cold at the time when DASH is scheduled, then provide warm, sheltered areas for puzzlers to take refuge).
  - Walk or wheel the route to determine the distance and time it takes to travel between sites
9. Print puzzle materials and assemble them into packets. (This is only necessary if the DASH crew decides not to centralize printing orders. Ask your International Coordinator(s) for more details)
    - You can use player fees to pay for printing
    - Tip: Assemble puzzle packets one puzzle at a time, and stay organized. It's so easy to lose track of what materials went in which envelope already. Use an assembly line, if that's your thing. Now is the time to enlist the help of your fellow GC crew members and volunteers
    - Double check that you have the correct number of packets and that each has the appropriate puzzle material inside
    - Customize waivers and print out sufficient copies
  10. Call all City GC crew members the night before the game to make sure they're still on board and know where to meet

### Game Day Tasks

1. Plan how long each City GC crew member will need to stay at each puzzle site.
  - The International Coordinator(s) will give you "Goldilocks", "rabbit," and "tortoise" solve times for each puzzle. Rabbit time is the estimated fastest time in which a team could solve a puzzle; tortoise time is the estimated slowest time in which a team could solve a puzzle; Goldilocks time is the estimated median time taken to solve a puzzle.
  - Add those three times to the walking/wheeling time you reckoned when you walked/wheeled the route (see above) to estimate when the first team and last team will arrive to each site.
  - Remember that this is just an estimate; it's unlikely that a team will solve every puzzle at either rabbit or tortoise speed. Be flexible for extreme cases but don't count on them.
2. Assign a City GC crew member to individual sites
  - Determine which sites need to be running simultaneously. Here's an example: Let's say you've estimated that puzzlers won't be at the start and fourth sites at the same time. In that case, the GC crew member manning the start site can walk/wheel to the fourth site just as soon as all the puzzlers finish the first puzzle and the start site closes.
  - Tip: Communicate clearly with your City GC crew about the following:
    - Timing—where each person should be and when.
    - Materials—what puzzles they should have with them.
    - Responsibilities—how to keep track of arriving and departing team members and solve times, how to close down and clean up a site.
    - Your phone number.
  - Distribute assembled puzzle packets, writing utensils, and scratch paper to the GC crew members who will be manning the puzzle sites.
  - Check in teams and collect waivers.

- Hand out puzzles ***only when teams display the ClueKeeper start screen***—this is so important. (More about Cluekeeper in a separate document.)
- Pass out tee shirts as players check in.

### Other Stuff to Remember

1. *DASH is the same hunt in every site.*

- We can't really compare scores across cities if the hunt wasn't the same across cities.
- Having said that, puzzles may be modified to accommodate local language, idioms, and trivia. Feel free to talk with puzzle authors about those kinds of changes, if you think they are needed
- In the past, cities have wanted to make the puzzles more or less difficult to accommodate the experience level of puzzlers in their cities. Often, DASH is run on two different tracks: Normal and Advanced. Puzzles are modified after they are written to accommodate players on both tracks. The two tracks will be scored separately.
- We are not sponsored nationally or locally. It's against DASH rules to associate other interests (commercial, charitable, magical, or otherwise) with DASH. Here's an example: Let's say Vitamin Water calls you up and says, "We'll give you \$500 and 10 flats of our delicious product in turn for a few shout-outs and a well-placed banner." Now, Vitamin Water is scrumptious, there's no doubt, but **you're not allowed to accept**. Here's why: we don't want DASH to be commercial. The founder of DASH is all about fostering community. DASH is not just a business (just ask any GC who has barely broken even); it's not just a day's entertainment (although, it's super entertaining); nor is it just a competition (although, who doesn't love to crush a puzzle in rabbit time). It's a way for puzzlers, both experienced and novice, to make like-minded friends. Corporate sponsors may mean well, but they complicate things in a way that distracts from the goals of DASH. Moreover, we just aren't equipped to get into the legal headaches that accompany sponsorship contracts.

### FAQ

**Q:** Is DASH a non-profit? Does DASH have insurance or a bank account?

**A:** Nope. Not at the moment. DASH's organization is decentralized, in part because we're not yet equipped to handle the responsibility of being a non-profit or for-profit company. DASH *does* have a PayPal account that is used to manage surplus money donated by cities to help other DASH cities. The account also acts as a purchasing midpoint between City GCs and companies that make DASH-related materials, like tee shirts or props. DASH has no insurance.

**Q:** How many volunteers are needed in [city] to run the whole thing?

**A:** We usually recommend at least one City GC crew member per puzzle site, but it's not mandatory for success. Note: You can run DASH at one site! Like a room, banquet hall, yacht, etc. If you run DASH on a yacht in Belize, then please invite the International Coordinator(s).

**Q:** How many puzzles and locations are you aiming for? Do we need initial and final meeting places, or some kind of puzzle HQ?

**A:** The number of puzzles in a hunt varies every year. The trick is making sure all the puzzles can be done within eight hours. It's good to have an initial and final meeting place for City GC crew to plan and debrief, but it's not necessary to have an HQ. Although, if you had a clubhouse it would be awesome. If your clubhouse is a beach-side bungalow in Belize...well, I think you know the rest. And as a reminder, it's okay to run DASH in a single location. It's a puzzle site and HQ in one! Puzzlers usually like to hang out together after the hunt, so it's good to have an idea for a final location for drinks and snacks.

**Q:** How many players/teams do you usually have in each city?

**A:** Internationally we plan for 400-500 teams total, but each city gets to decide on the maximum number of teams allowed to play. Set your team cap early. We encourage teams of 4 - 5 people.

**Q:** Who handles promotion for the event?

**A:** International promotion is the responsibility of the International Coordinator(s). Local promotion is up to the City GC and his or her crew.

**Q:** I'm not sure that I'm ready to run DASH. How can I get more experience running hunts?

**A:** First of all, don't give up right away. Maybe you need a co-City GC or a bigger crew to help you shoulder the responsibilities. Also, all of us were first-time GCs at some point, and we all survived to play another day. But if you'd feel more comfortable after practicing, Puzzled Pint is a hunt that is similar in concept to DASH and runs monthly. It's also targeted to new puzzlers. Try hosting Puzzled Pint for a month or two and get a feel for the GC role and your city's interest in puzzle hunts. You could also try being a City GC crew member. We can set you up with your local City GC, if there is one.