

Contest Checklist for Area & Division Contests

PEOPLE	CLUB/PERSON ASSIGNED	STATUS AND COMMENTS
Contest Chairman (<i>Organizes contest, determines budget, gets helpers, fills roles</i>)		
Chief Judge (<i>Arranges judges participation, briefs contestants and helpers, provides contest forms</i>)		
Contest Master (<i>Toastmaster - Follows script provided</i>)		
Judge #1		
Judge #2		
Judge #3		
Judge #4		
Judge #5		
Judge #6 (<i>at Division Contests</i>)		
Judge #7 (<i>at Division Contests</i>)		
Judge #8 (<i>at Division Contests</i>)		
Tiebreaker Judge(s) <i>One (1) for Area Contests. Two(2) for Division Contests</i>		
Sgt. At Arms #1 (<i>Opens meeting</i>)		
Sgt. At Arms #2 (<i>Guards door</i>)		
Sgt. At Arms #3 (<i>Guards door – if needed</i>)		
Timer #1 (<i>w/stopwatch</i>)		
Timer #2 (<i>w/lights or colored cards</i>)		
Vote Counter #1 (<i>collects ballots, counts votes</i>)		
Vote Counter #2 (<i>collects ballots, counts votes</i>)		
Vote Counter #3 (<i>if needed</i>)		
Registrar #1 (<i>works at registration desk</i>)		
Registrar #2 (<i>works at registration desk</i>)		
Target Speaker (<i>for Evaluation Contests ONLY</i>)		
Contestants (<i>Get names and clubs ASAP</i>)		
REQUIRED MATERIALS		
Location		
Budget		
Contest Flyer (<i>including directions to location</i>)		
Advertise within D50 (<i>invites, D50 website, etc</i>)		
Gavel		
Lectern		
Stop Watches (2)		
Timing Lights/Colored Cards		
American Flag		
Contest Programs (<i>Multiple Copies</i>)		
Sign-up Sheets and Pens		
Dignitary List		
Trophies (<i>1st and 2nd mandatory, 3^d optional</i>)		
Certificates of Participation (<i>Contestants</i>)		
Certificates of Appreciation (<i>Contest Master, Chief Judge, Judges, Helpers</i>)		
Audio Visual/Sound System (<i>if needed</i>)		
MISCELLANEOUS ITEMS (Optional)		
Food/Snacks and Beverages		
Decorations		
Door Prize(s) and Raffle Tickets		
Video Camera (<i>Permission for Videotaping is required</i>)		