

Contest Checklist

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|---|--------------------------|-------------------|--------------------------|
| Date:..... | <input type="checkbox"/> | Venue:..... | <input type="checkbox"/> |
| Supper Organiser:..... | <input type="checkbox"/> | Agenda:..... | <input type="checkbox"/> |
| Judges:..... | <input type="checkbox"/> | Contestants:..... | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| | <input type="checkbox"/> | | <input type="checkbox"/> |
| Contest Chair chooses Topic for Table Topics Contest | | | <input type="checkbox"/> |
| Printing of Topic in large font to leave on lectern for contestants | | | <input type="checkbox"/> |
| Confirmation email sent to contestants..... | | | <input type="checkbox"/> |
| Confirmation email sent to Judges (by Chief Judge):..... | | | <input type="checkbox"/> |
| Contest Sergeant(s) At Arms:..... | | | <input type="checkbox"/> |
| Test Speaker for Evaluation Contest..... | | | <input type="checkbox"/> |
| Backup Test Speaker for Evaluation Contest..... | | | <input type="checkbox"/> |
| Forms: | | | |
| Contestant Profile | | | <input type="checkbox"/> |
| Contestant Eligibility | | | <input type="checkbox"/> |
| Time Record Sheets | | | <input type="checkbox"/> |
| Tally Counter Sheets | | | <input type="checkbox"/> |
| Judges Ballots | | | <input type="checkbox"/> |
| Tie Breaking Judges Ballot | | | <input type="checkbox"/> |
| Judge's Certification of Eligibility | | | <input type="checkbox"/> |
| Envelopes for Judge's Ballots and Timer Record Sheet | | | <input type="checkbox"/> |
| Evaluation Notes for Contestants | | | <input type="checkbox"/> |
| Results Notification to Contest Chair | | | <input type="checkbox"/> |
| Results Notification to next level | | | <input type="checkbox"/> |

Contest Checklist Continued

Cards for Contestant draw	<input type="checkbox"/>
Contest Chair Script	<input type="checkbox"/>
Contestant Speaking Order to hand to Chief Judge	<input type="checkbox"/>
Timing Lights	<input type="checkbox"/>
Coloured cards for timing backup	<input type="checkbox"/>
Stop Watches	<input type="checkbox"/>
Certificates: Participation	<input type="checkbox"/>
Placegetters 1 st , 2 nd , 3 rd	<input type="checkbox"/>
Test Speaker (appreciation certificate)	<input type="checkbox"/>
Contest Chair (appreciation certificate)	<input type="checkbox"/>
Stickers for placegetter certificates	<input type="checkbox"/>
Trophies	<input type="checkbox"/>
Reserved labels to identify seating for Contestants	<input type="checkbox"/>
Reserved labels to identify seating for hearing/sight impaired	<input type="checkbox"/>
Reserved label to identify seating for Chief Judge	<input type="checkbox"/>
Check for Contestant's Props	<input type="checkbox"/>
Check for Contestant sight/hearing impairment	<input type="checkbox"/>

- Choose items relevant to the contest you are organising. Not all items are necessary for every contest.
- We recommend you have backup copies of all forms on hand.