**Contest Checklist**

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| **TASK** | **Tick when completed** |
| Venue:  |  |
| * Lighting
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| * Air conditioning
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| * Access via lifts/doors etc
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| Logistics:  |  |
| * timing lights & backup timing cards
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| * lectern
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| * gavel
 |  |
| Evaluation: |  |
| * Test Speaker for Evaluation contest: should be someone unfamiliar to the Evaluation contestants. The speech should be challenging for that level of contest i.e. at District level the test speaker should be of a higher standard as compared to a club level contest.
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| Table Topics: |  |
| * Table topic must be a clear, simply stated and equally answerable by all contestants
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| * Use a folder to keep it hidden until revealed to competitor
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| * Ideally, it is printed in a large, clear font on an A4 sheet of paper
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| Arrange trophies: |  |
| * If there are perpetual trophies, pick them up from previous year’s winners.
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| * New trophies need to be made for the current year
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| * Pick up the trophies from the supplier and take to the competition
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| Contest Chair Scripts need to be forwarded to the contest chairs and hard copies need to be available on the day. |  |
| Print out all paperwork: |  |
| * Judging forms
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| * Participation certificates
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| * Agendas
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| * Direction signs for the venue
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| Take ‘draw cards’ for contestants to select position.  |  |
| Organise Catering |  |
| Buy presents for judges |  |
| Take miscellaneous items to venue on the day: |  |
| * Sticky tape
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| * Blue Tac
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