**Contest Checklist**

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| **TASK** | **Tick when completed** |
| Venue: |  |
| * Lighting |  |
| * Air conditioning |  |
| * Access via lifts/doors etc |  |
| Logistics: |  |
| * timing lights & backup timing cards |  |
| * lectern |  |
| * 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. |  |
| Table Topics: |  |
| * Table topic must be a clear, simply stated and equally answerable by all contestants |  |
| * Use a folder to keep it hidden until revealed to competitor |  |
| * Ideally, it is printed in a large, clear font on an A4 sheet of paper |  |
| Arrange trophies: |  |
| * If there are perpetual trophies, pick them up from previous year’s winners. |  |
| * New trophies need to be made for the current year |  |
| * Pick up the trophies from the supplier and take to the competition |  |
| 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 |  |
| * Participation certificates |  |
| * Agendas |  |
| * Direction signs for the venue |  |
| Take ‘draw cards’ for contestants to select position. |  |
| Organise Catering |  |
| Buy presents for judges |  |
| Take miscellaneous items to venue on the day: |  |
| * Sticky tape |  |
| * Blue Tac |  |