



# Contest Checklist

## Take to Contest Location

- o Paper, or other items for contestants to draw for position
- o Contestant Certificates (Participant and Winners)
- o Judges forms
- o Agendas
- o Spare forms:  
Notification of Winners, Eligibility & Originality, Biographical Information

**Briefings** [Consider holding this *at least* 30 minutes prior to contest start time.]

## **Contest Chair**

- Verify presence of contestants
- Have contestants draw speaking order [Speakers not present for the briefing will be randomly assigned speaking positions from the numbers not yet drawn.]
- Review speech contest rules with contestants
- Review timing instructions with contestants, that time starts “with their first definite verbal or non-verbal communication with the audience—to include sound effects or actions.” And that one contestant will enter the speaking area one at a time, with 1 minute silence for judges between contestants
- Acquaint contestants with speaking area
- Brief the Sergeant at Arms (for contestants leaving and entering the room)
- Check equipment (lights, etc)
- Collect Forms-Speaker’s Certificate of Eligibility and Originality and Biographical Information” form and give to Chief Judge immediately

## **Chief Judge**

- Review timing procedure with Timekeepers
- Review judges guide to ballots with judges
- Determine Tiebreaker judge (to remain anonymous)
- Brief the Tiebreaker Judge on their ballot
- Instruct judges to sit close to the contest area, but spread out and away from contestants and each other
- Brief Tally Counters in using tally sheet

## **Contest Chair-During the contest**

- Read the contest chair script which includes:
  - o Welcome attendees, & introduce dignitaries
  - o Confirm with Chief Judge that the judges have been briefed
  - o Introduce each contestant during contest
  - o Interview Contestants during Ballot tallying, unless there is a separate Contest Interviewer
  - o Present awards—usually with the President/Area Director/Division Director
  - o Make closing remarks/appropriate thanks

## **Immediately After Contest: [Collect and redistribute forms]**

Complete the “Notification of Contest Winner” form for each contest held. Give to VP Ed to be sent to the Area Director or above.