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| **\*\*Before the Contest\*\*** |
|  |
|   | Who are your functionaries? |  |  |  |  |
|  |  |  |  |  |  |
|  | Contest Chair Name |   |  |  |  |
|  | Contest Toastmaster |   |  |  |  |
|  |  |  |  |  |  |
|  | Judge Names | Club(s) they are a member of | Completed 6 projects in the CC Manual | Signed Eligibility and Code of Ethics Form |  |
| 1 |   |   |   |   |  |
| 2 |   |   |   |   |  |
| 3 |   |   |   |   |  |
| 4 |   |   |   |   |  |
| 5 |   |   |   |   |  |
| 6 |   |   |   |   |  |
| 7 |   |   |   |   |  |
| TB |   |   |   |   |  |
|  |  |  |  |  |  |
|  | Ballot Counter Names |  |  |  |  |
| 1 |   |   |  |  |  |
| 2 |   |   |  |  |  |
| 3 |   |   |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Timer Names |  |  |  |  |
| 1 |   |   |  |  |  |
| 2 |   |   |  |  |  |
|  |  |  |  |  |  |
|  | Sargent At Arms |  |  |  |  |
| 1 |   |   |  |  |  |
| 2 |   |   |  |  |  |
|  |  |  |  |  |  |
|   | Are the names different for each function? |  |  |  |  |
|   | Obtain contestant names at least 48 hours prior to contest |  |  |  |
|   | Has the District Judge Chair verified the contestants are eligible to compete? |  |  |  |
|   | Have you received completed Eligibility and Originality forms from the contestants? |  |  |
|   | Do you have a folder created for Judges, Ballot Counters, and Timers? |  |  |  |
|   | Do you have envelopes to go in the Judge and Timer folders? |  |  |  |
|   | Do the folders contain the required form/paperwork? |  |  |  |
|   | Do you have a folder created for Notification of Winners? |  |  |  |
|   | Do you have cards numbering 1-9? |  |  |  |  |
|   | Do you have Timing Cards/lights? |  |  |  |  |
|   | Do you have 2 Timing devices? |  |  |  |  |
|   | Do you have tape to mark out the speaking area (depends on the venue)? |  |  |  |
|   | Did you send out a reminder email of the date, location, and time of briefing 48 hours before the contest? |

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| **\*\*During the Contest\*\*** |
|  |  |  |  |  |  |
|   | Did you bring you’re the items from your "Before the Contest" checklist? |  |  |  |
|   | Do you have written permission from every contestant who wishes to be recorded? |  |  |
|   | Do you have a video release form from every contestant if the entire contest is being recorded? |  |
|   | Coordinate with the Toastmaster on the speaking area, contestant briefing, and speaking order. |  |
|   | Coordinate with the Contest Chair as to where the ballots will be counted. |  |  |  |
|   | Perform the functionary briefing, this includes the Sargent At Arms. |  |  |  |
|   | Perform audience briefing. |  |  |  |  |
|   | Prepare Contest Results Announcement Form |  |  |  |  |
|  |  |  |  |  |  |
| **\*\*After the Contest\*\*** |
|  |  |  |  |  |  |
|   | Complete the Notification of Winners and send to the District Judging Chair |  |  |  |
|   | Collect the Bio Information Form and send to the District Judging Chair |  |  |  |
|   | Gather your supplies and pat yourself on the back for a job well done! |  |  |  |
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