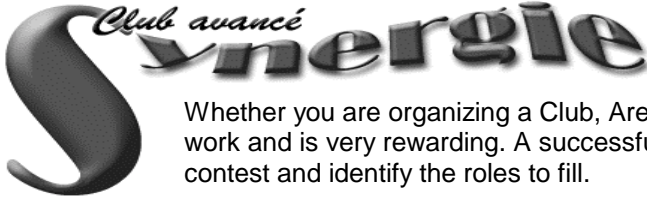


# Preparation Checklist For The Contest Chair



Whether you are organizing a Club, Area, Division or District contest, putting a contest together is a lot of work and is very rewarding. A successful Contest begins with planning. This form will help you to plan your contest and identify the roles to fill.

<b>International or Humorous Speech Contest Contestants</b>									
Contestants Name	Club Name	Work Phone #	Home Phone #	Bio Form	Eligibility form	Advised of briefing time and location	Requires Prop(s)/ Lectern	Remain in room during contest?	
1									
Speech Title									
2									
Speech Title									
3									
Speech Title									
4									
Speech Title									
5									
Speech Title									
6									
Speech Title									
7									
Speech Title									
8									
Speech Title									

<b>Test Speaker</b> For Evaluation Contest Only (Speaker is to remain secret until introduced, do not put their name in the agenda nor refer to their designation when introduced, Only give name and speech title.)									
Name	Club Name	Work Phone #	Home Phone #			Advised of briefing time and location	Requires Prop(s)/ Lectern		
1									
Speech Title									

# Preparation Checklist For The Contest Chair

<b>Evaluation or Table Topics Contestants</b>								
	Contestants Name	Club Name	Work Phone #	Home Phone #	Bio Form	Eligibility form	Advised of briefing time and location	Requires Lectern?
1								
2								
3								
4								
5								
6								
9								
10								

<b>Sgt @ Arms</b> (International or Humorous Speech Contest) <small>Number required depends on circumstances and needs</small>					
	Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1					Yes / No
2					Yes / No
3					Yes / No
4					Yes / No
5					Yes / No

<b>Sgt @ Arms</b> (Evaluation or Table Topics Contest) <small>Number required depends on circumstances and needs. For these two contests a Sgt@Arms escorts the contestants out of the room and remains with them for the duration of the contest. (The Sgt @ Arms for the evaluation contest requires a stop watch to time the contestants 5 min of preparation)</small>					
	Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1					Yes / No
2					Yes / No
3					Yes / No
4					Yes / No
5					Yes / No