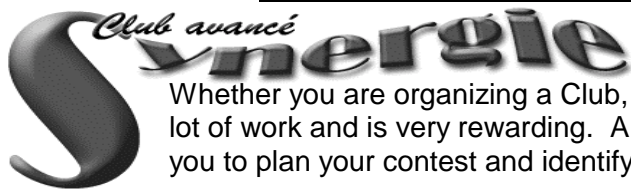


Preparation Checklist For The Chief Judge



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.

Judges

Club and Area level contests should have at least five judges. These appointments are as far as practical at the Club Level, but required for the Area level. Division and District contest should have at least seven judges or equal representation from the areas composing the Division or District. *At the Area, Division, or District level try to get judges who are not from the Contestants Club.*

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
6				Yes / No
7				Yes / No

Tie Breaking Judge

(Known only to the Chief Judge and should be briefed individually)

Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1				Yes / No

Ballot Counters

Recommend you have at least 3. This appointment is as far as practical at the Club Level, but required for the Area, Division and District levels

Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1				Yes / No
2				Yes / No
3				Yes / No

Timers

2 Timers are required, each with a stop watch and a signalling device

These appointments are as far as practical at the Club Level, but required for the Area, Division and District levels.

Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1				Yes / No
2				Yes / No