

## Contest Training – Preparation Before the Contest

Let the letter **d** represent the day of the contest.

### Action Items to be Completed

<b>By When (Latest)</b>	<b>Action</b>	<b>Responsible Person</b>
d – 4 weeks	DECIDE ON DATE OF CONTEST ("d")	AD or DivD
d – 4 weeks	Obtain Contest Chair	AD or DivD
d – 2 weeks	Obtain venue	AD or DivD
d – 2 weeks	Determine attendance price(s)	AD or DivD
d – 2 weeks	Contest flier / ad created	Flier / Program Designer
d – 2 weeks	Flier distributed to relevant audience	Contest Chair, AD, or DivD
d – 2 weeks	Eventbrite event created for registration	Contest Chair, AD, or DivD
d – 2 weeks	Send Eventbrite link to clubs	Contest Chair, AD, or DivD
d – 2 weeks	Create Contest Script	Contest Chair, AD, or DivD
d – 2 weeks	Order trophies or other contestant awards	DivD
d – 1 week	Pick up trophies	DivD
d – 1 week	Volunteers for all contest roles obtained	Contest Chair
d – 1 week	Obtain judges (see previous page for number required)	Chief Judge / Contest Chair
d – 1 week	Distribute script to all role volunteers. Notify all volunteers when they should arrive at the contest venue (see "At the Venue Before the Contest," below.)	
d – 1 week	Create Program; leave space for unknown names (never list judges!)	
d – 1 week	Confirm availability of signage with district logistics manager	
d – 3 days	List of contestants and their clubs obtained	Contest Chair
d – 3 days	Confirm availability of personnel, especially those listed on program	
d – 2 days	Check all contestants are members in good standing of a club in good standing	Contest Chair
d – 2 days	Notify contestants to arrive 45 minutes before contest overall contest start time	
d – 1 day	Obtain signage from district logistics manager for outside venue	
d – 1 day	Print Program	
d – 1 day	For Evaluation contestants, obtain Evaluation Contestant Notes (Item 1177) form, pens, and clipboards	

d - 1 day	Obtain and print latest contest forms required (see list below)	Chief Judge
<b>By When (Latest)</b>	<b>Action</b>	<b>Responsible Person</b>
d - 1 day	Obtain and print a District "Protocol List" for checkoff at registration table	
d - 1 day	Print two sets of attendee registration lists	
d - 1 day	Print all Certificates of Participation and Certificates of Appreciation	
d - 1 day	Send email reminding all people what time they should arrive by	
d - 1 day	Send email or call, reminding relevant volunteers to send an introduction to person who will introduce them	
d - 1 day	Obtain seed money for cash box	
d - 1 day	Optional: Hold a brief rehearsal	

### **Additional Planning**

The following roles will want to create their own plan / timeline:

- Opportunity Drawing Chair and Assistant
- Hospitality and Food Chair and Assistant

### **Budget**

The Division Director should submit a budget for all contests in August.