



Contest CHECKLIST

Fall 2016/Spring 2017

District 52

Area Contests (September and March)	Fall Humorous/ Evaluation	Spring International/ TableTopics
Pick date. Secure Venue Notify Clubs & PQD*	July (Due July 31st)	Early January (Due February 4th)
Select Contest Chair	July	January
Select Chief Judge and Contest Toastmaster Notify Dist. Chief Judge	July or early August	February or early March
Confirm advancing 1st and 2nd Place Contestants from clubs	Due Aug 30th	Due Feb 28th
Find functionaries (counters, timers, test speaker, SAA, reg desk)	August	February
Publicize Contest to Clubs	Late July through Contest Date	Late January through Contest Date
Finalize Functionaries, Contestants, Setup and teardown crews, material gathering	2 weeks before contest	2 weeks before contest
Print Programs, (Chief Judge) pre-brief Contestants	1-2 days before	1-2 days before
Set up	Night before or 1 hour before registration	Night before or 1 hour before registration
Take down	30 min after	30 min after
Send Final Budget to Finance Manager*	Due 2 weeks after contest	Due 2 weeks after contest

*Notes:

1. Each Area holds separate contest; dates/times must be approved by PQD.
2. Area contests need to begin on time. Plan accordingly.
3. Admission fees can be charged to audience attendees; Contestants are not charged a fee to compete.