



Contest CHECKLIST

Fall 2016/Spring 2017

District 52

Division Contests (October and April)	Fall Humorous/ Evaluation	Spring International/ TableTopics
Pick date and Secure Venue. Notify PQD*	Early August Due August 25th	Early February (Due February 25th)
Select Contest Chair	August	February
Select Chief Judge and Contestmaster	August or early September	February or early March
Confirm Advancing 1st and 2nd Place Contestants	Due By Sept 30th	Due By April 1st
Find Functionaries (counters, timers, test speaker, SAA, reg desk)	Beginning of September	Beginning of March
Publicize Contest to Clubs	Late August through Contest Date	Late February through Contest Date
Finalize Functionaries, setup and cleanup crew and Contestants, material gathering	2 weeks before contest	2 weeks before contest
Print Programs; 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 Division holds separate contest; dates/times must be approved by PQD.
2. Area contests need to begin on time. Plan accordingly.
3. Audience members may be charged Admission; Contestants are not charged fee to compete.

Program Quality Director: Kathleen Lubin PQD@district52.org

District Chief Judge: Circe Denyer chiefjudge@district52.org

District Finance Manager: Lawrence Quesada financemgr@district52.org