Contest CHECKLIST

Fall 2016/Spring 2017

District 52

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| **Division Contests****(October and April)** | **Fall Humorous/****Evaluation** | **Spring** **International/****Table Topics** |
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| **Pick date. Secure Venue****Notify Clubs & PQD** | **Early August****(Due August 25th)** | **Early February****(Due February 25th)** |
| **Select Contest Chair** | **August** | **February** |
| **Select Chief Judge and****Contest Toastmaster****Notify Dist. Chief Judge** | **August or early****September** | **February or early March** |
| **Confirm advancing 1st and 2nd Place Contestants from clubs****Budget (Fixed)** | **Due Aug 30th** **Pre-Approved. Must submit any budget changes for approval at least 1 week prior to contest in September.**  | **Due Feb 28th****Pre-Approved. Must submit any budget changes for approval at least 1 week prior to contest in March** |
| **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, 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** |
| **Final Budget** | **Due 45 days after contest** | **Due 45 days after contest** |

Notes:1. Each Division holds separate contest; dates/times must be approved by PQD.

2. Division contests need to begin on time. Plan accordingly.

3. Admission fees of $5.00 will be charged to audience attendees; Contestants are not charged a fee to compete.

District Director: Lance WebsterDD@district52.org Program Quality Director: Kathleen Lubin PQD@district52.org

Club Growth Director: Erik Fonseca CGD@district52.org District Chief Judge: Circe Denyer chiefjudge@district52.org