Contest CHECKLIST

Fall 2016/Spring 2017

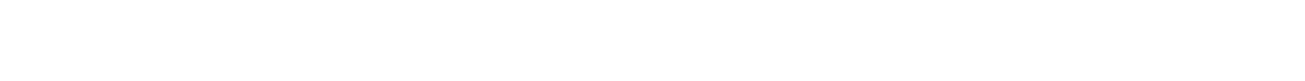
District 52

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| **Division Contests**  **(October and April)** | **Fall Humorous/**  **Evaluation** | **Spring**  **International/**  **Table Topics** |
|  |  |  |
| **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.

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Club Growth Director: Erik Fonseca [CGD@district52.org](mailto:CGD@district52.org) District Chief Judge: Circe Denyer [chiefjudge@district52.org](mailto:chiefjudge@district52.org)