

# Preparation Checklist For The Chief Judge



Whether you are organizing a Club, Area, Division or District contest, putting a contest together is a lot of work and is very rewarding. A successful Contest begins with planning. This form will help you to plan your contest and identify the roles to fill.

## Judges

Club and Area level contests should have at least five judges. These appointments are as far as practical at the Club Level, but required for the Area level. Division and District contest should have at least seven judges or equal representation from the areas composing the Division or District.

*At the Area, Division, or District level try to get judges who are not from the Contestants Club.*

Name	Club Name	Work Phone #	Home Phone #	Member in good standing	Eligibility form (Item 1170)	Advised of briefing time and location	Area and Above	
							Member for min 6 month	Have required qty of presentations from the program
1								
2								
3								
4								
5								
6								
7								
8								

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## Tie Breaking Judge

(Known only to the Chief Judge and should be briefed individually)

Name	Club Name	Work Phone #	Home Phone #	Member in good standing	Eligibility form (Item 1170)	Advised of briefing time and location	Area and Above	
							Member for min 6 month	Have required qty of presentations from the program
1								

## Ballot Counters

Recommend you have at least 2. This appointment is as far as practical at the Club Level, but required for the Area, Division and District levels

Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1				
2				

## Timers

2 Timers are required, each with a stop watch and a signalling device

These appointments are as far as practical at the Club Level, but required for the Area, Division and District levels.

Name	Club Name	Work Phone #	Home Phone #	Advised of briefing time and location
1				
2				