

CONTESTS PLANNING TEMPLATE

Some of these roles may not be feasible at the club level and some Area and Divisions may not use all of them or may combine them.
Feel free to use this as a guide and customize as needed.

Type*	Role	Person	Club
--	Contest Chair		Area or Div Governor
--	Chief Judge		Chief Judge
--	Arrange all Judges and forms		Chief Judge
--	Participants Certificates		Area or Div Governor
--	Winners plaques		Area or Div Governor
KN	Create and copy program		
S	Signs for directions, flyers		
S	Sign in sheet for dignitaries		
S	Set up room, w/flags, lectern, and one table for sign-in		
S	Timing equipment (2 watches, set of lights, and set of timing cards) (2 clubs, please)		
	Model Speaker		
KN	Contestant Liaison		
HV	TM for Evaluation or Table Topics		
HV	TM for Humorous or International Speech		
HV	Sgt. @ Arms Inside and opens meeting,		
S	Sgt. @ Arms outside		
HV	Pledge and Thought		
HV	Humorist for 1 st Contest		
HV	Humorist for 2 nd Contest		
KN	Timer #1 for both contests		
S	Timer #2 for both contests		
S	Ballot Counter #1 for both contests		
S	Ballot Counter #2 for both contests		
S	Ballot Counter #3 for both contests		
S	Make sure room is cleared at end	Everyone	All Clubs
	Potluck coordinator (if having a potluck)		

*TYPES: HV= High Visibility KN= Knowledgeable S= Support