

# After Club Contest Checklist

Done?	Contest Chair Tasks
	<p>Collect all contest materials and straighten up the room.</p> <p>Thank host for use of the venue.</p> <p>Verify that the Notification of Contest Winners form has been filled out correctly. Send it either to the club VPE or the Area Director.</p> <p>Send out press release about contest winners. (Could be done by VP PR)</p>
	Chief Judge Tasks
	<p>Dispose of all ballots and counting materials off-site.</p> <p>Do not discuss results with anyone.</p>
	JudgeTasks
	<p>Dispose of top part of ballot off-site.</p> <p>Do not discuss your ballot with anyone.</p>
	Tiebreaking Judge Tasks
	<p>Dispose of top part of ballot off-site.</p> <p>Do not discuss your ballot with anyone.</p>