

Before Club Contest Day Checklist

Done?	VPE Tasks	When before contest
	Determine date, time, location, budget of contest (May be done by Contest Chair)	6-8 weeks
	Appoint Contest Chair	4-6 weeks
	Appoint Chief Judge (May be done by Contest Chair)	4-6 weeks
	Appoint Contestmaster	4-6 weeks
	Contest Chair Tasks	
	Determine contest date, time, location (May be done by VPE)	6 weeks
	Work with VPPR to publicize contest. Post to social media, website and D40 sites.	4-6 weeks
	Alert VPPR to arrange equipment if contest is to be recorded/shared on social media.	4-6 weeks
	Appoint Chief Judge (May be done by VPE)	4-6 weeks
	Review D40 Speech Contest Resources	4-6 weeks
	Download contest materials from toastmasters.org	4-6 weeks
	Print rulebook, speaker eligibility form and profile, judge eligibility form	4-6 weeks
	Read rulebook	4-6 weeks
	Create contest role assignment sheet	4-6 weeks
	Send email seeking contestants and functionaries (May be shared with Chief Judge)	4-6 weeks
	Order trophies (if desired)	4-6 weeks
	Send followup email seeking contestants and functionaries (May be shared with Chief Judge)	2-4 weeks
	Send rulebook, eligibility & profile forms to contestants for signatures	2-4 weeks
	Send rulebook & eligibility form to judges for signatures (Maybe done by Chief Judge)	2-4 weeks
	Secure timing device for contest (Lights, cards, etc.)	2-4 weeks
	Line up test speaker (for evaluation contest)	2-4 weeks
	Print certificates of participation with names; Print certificates for 1st, 2nd, 3rd	1 week
	Print judge ballots, tiebreaking judge ballots, timer sheet, counter sheet (Share with Chief Judge)	1 week
	Print contest results form & notification of winners form (May be shared with Chief Judge)	1 week
	Print evaluation contestant notes form	1 week
	Prepare question (for Table Topics contest)	1 week
	Pick up trophies (if desired)	3-5 days
	Purchase snacks (if desired)	2-4 days
	Chief Judge Tasks	
	Review D40 Speech Contest Resources	4-6 weeks
	Print rulebook and forms	4-6 weeks
	Read rulebook	4-6 weeks
	Coordinate contest role assignment sheet with Contest Chair	4-6 weeks
	Send email seeking functionaries (May be done by Contest Chair)	4-6 weeks
	Send followup seeking functionaries (May be done by Contest Chair)	2-4 weeks
	Send rulebook and eligibility form to judges for signatures	2-4 weeks
	Print/organize judge ballots, tiebreaking judge ballots, timer sheet, counter sheet	1 week
	Contestmaster Tasks	
	Create/find contest script & print it	2-4 weeks