

# Contest Checklist

## Humorous and Table Topics

Date:

Venue:

Supper arrangements

Contestants: Humorous

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Contestants: Table Topics

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Confirmation e-mail to contestants

Agenda:

Trophies:

Certificates: Participation, X4 each, 1<sup>st</sup> & 2<sup>nd</sup> place

Judges:

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Confirmation email to judges:

Timers:

Tally Counters:

Usher:

Topics for TT:

Eligibility Forms:

Judges Forms:  Table Topics  
 Humorous

Timekeepers Forms:

Tally counter sheet:

Winner notification forms:

Cards for contestant draw:

Timing Lights:

Stopwatches:

Coloured cards for timing backup:

Check for contestant sight/hearing impairment

Check for contestant props:

Gifts for Judges:

Sign Certificates

# Contest Checklist

## International and Evaluation

Date:

Venue:

Supper arrangements

Contestants: Humorous

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Contestants: Table Topics

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Confirmation e-mail to contestants

Agenda:

Trophies:

Certificates: Participation, X4 each, 1<sup>st</sup> & 2<sup>nd</sup> place

Judges:

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Confirmation email to judges:

Test Speaker:

Backup Test Speaker:

Timers:

Tally Counters:

Usher:

Topics for TT:

Eligibility Forms:

Judges Forms:  International  Evaluation

Timekeepers Forms:

Tally counter sheet:

Winner notification forms:

Cards for contestant draw:

Timing Lights:

Stopwatches:

Coloured cards for timing backup:

Check for contestant sight/hearing impairment

Check for contestant props

Gifts for Judges:

Sign Certificates