

CHAIRMAN'S CHECKLIST

( ) Confirmed date of contest \_\_\_\_\_  
( Date ) ( Time )

( ) Confirmed location of contest \_\_\_\_\_  
( Location )

( ) The following people have agreed to be Judges:

- |          |         |
|----------|---------|
| 1. _____ | 5 _____ |
| 2. _____ | 6 _____ |
| 3. _____ | 7 _____ |
| 4. _____ |         |

( ) The local news media has been contacted regarding contest

( ) All contestants, high schools and officials have been notified of the time, location and date of contest

( ) The following people will assist in the program in the following capacities:

- |                  |                 |
|------------------|-----------------|
| Timekeeper _____ | Tabulator _____ |
| Timekeeper _____ | Tabulator _____ |
| Escort _____     | Tabulator _____ |
| Escort _____     | Others _____    |
| Escort _____     | Others _____    |
| Escort _____     | Others _____    |
| Escort _____     | Others _____    |
| Escort _____     | Others _____    |
| Ushers _____     | Others _____    |
| Ushers _____     | Others _____    |
| Ushers _____     | Others _____    |