

AREA CONTEST PLANNING SHEET (Generic)

Location: _____ Date: _____ Time: _____

 _____ Estimated Attendance (Note 1) _____

<u>AREAS OF RESPONSIBILITY</u>	<u>Name</u>	<u>By Date</u>
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PUBLICITY.....	_____	_____
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- Flyers (Note 2)
- Programs (Note 1).....

ROOM SETUP	_____	_____
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- | | |
|---|--|
| <ul style="list-style-type: none"> • Flag • Microphone (optional) • Sign-in Table • Lectern • 2 Stop watches | <ul style="list-style-type: none"> • Timing Lights w/Backups • Tables for opportunity drawing, refreshments, etc • Seating (Note 1) |
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HOSPITALITY.....	_____	_____
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- Sign-in person
- Change
- Refreshments (Note 1)

JUDGING	_____	_____
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- | | |
|---|--|
| <ul style="list-style-type: none"> • Chief Judge • Judges (Min. 5) • Chief Timer | <ul style="list-style-type: none"> • Chief Teller • Judging Forms (See Note 3) |
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AWARDS.....	_____	_____
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As required:

- Winner & Runner-up (Table Topics)
- Winner & Runner-up (Evaluation or Tall Tales)
- Winner & Runner-up (Humorous or International)

OPPORTUNITY DRAWING.....	_____	_____
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- Prizes
- Tickets
- Change

NOTES:

1. See attendance planning sheet.
2. Minimum number flyers: 10 for each club plus 1 for each judge and to Division Governor.
3. A. 1 set of judging forms for each judge (e.g., 1 Evaluation (Table Top.) and 1 Humorous (Int'l)).
 B. 1 set of tiebreaking judge forms.
 C. 2 Timer's forms plus timing instructions.
 D. 2 Counter's forms.
 E. Current complete Contest Rule book.

ATTENDANCE PLANNING SHEET

- AREA CONTEST (generic)

Event	Title	Supporting Cast	Estimated Stars	Estimated Fans
1. CALL TO ORDER	Area Gov	<u>1</u>		See formula below
a. Invocation	Any member	<u>1</u>		
b. Pledge	Any member	<u>1</u>		
c. Welcome	Area Gov			
2. TM of Evening		<u>1</u>		
3. SPEECH CONTESTS				
a. Evaluation Contest	Event Toastmasters	<u>2</u>	<u>4-7</u>	
b. Humorous Contest	Test Speaker for Eval	<u>1</u>	<u>4-7</u>	
c. Int'l contest	(comped)			
d. Table Topics contest	Sgt-at-Arms	<u>1</u>	per event	
4. Auxiliary				
a. Hospitality	Any member	<u>2</u>		
b. Opportunity Drawing	Any member	<u>2</u> may be same people		
5. JUDGING (may be "comped")				
a. Chief Judge		<u>1</u>		
b. Judges		<u>5</u>		
c. Timer & Asst Timer		<u>2</u>		
d. Teller & Asst Teller		<u>2</u>		
6. Awards	Area Governor Division Governor	<u>1</u>		
Total:		<u>~20</u>	8-14	

Formula – Supporting Cast	20
"Stars"	10
Sub-total	30
"Fans" (estimate as ½ of subtotal)	15
Estimated attendance	45