



## Judges Request Form for Community Contests

To request judges for your contest, please complete the following form. Fields with a red asterisk (\*) are required.

Name of your organization \_\_\_\_\_ \*

Contest \_\_\_\_\_ \*

*Indicate if the participants are students.*

Date(s) \_\_\_\_\_ \*

Starting time \_\_\_\_\_ \*

*(If the contest is for multiple days, list the starting times for each day.)*

Ending time \_\_\_\_\_ \*

*(If the contest is for multiple days, list the ending times for each day.)*

How early should judges arrive? \*

*(A briefing about contest rules before the start of competition is recommended.)*

At the indicated time

- 15 minutes before
- 30 minutes before
- 60 minutes before

Will your organization conduct a business meeting before the contest?\*

- Yes.
- No

Will meals be served?\*

- No
- Yes, and judges will be compensated.
- Yes, but judges pay a discounted fee
- Yes, but judges pay full price

Will the meals be served before the business meeting and the contest, or after?\*

- Before.
- If before, can the judges skip the meal and the business meeting and arrive 15 minutes before the contest begins?
- After

Location name \_\_\_\_\_ \*

*(Such as hotel or restaurant name. If the contest is in a specific banquet room, please include it.)*

Street address \_\_\_\_\_ \*

City \_\_\_\_\_ \*

Zip \_\_\_\_\_ \*

Contest coordinator's name \_\_\_\_\_ \*

Coordinator's e-mail address \_\_\_\_\_ \*

Coordinator's phone number \_\_\_\_\_ \*

Number of judges needed \*

When do you need the list of judges?

- As soon as possible
- 1 week before contest
- 2 weeks before contest

Do you need the judges' addresses so that you can mail material to the judges? \*

- No
- Yes

How do you plan on recognizing the judges (a certificate, gift, etc)? Note that judges are to remain anonymous until the contest is completed but before the winners are announced. It is appropriate at this time to introduce the judges and present them with any kind of recognition that you prefer.

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Any additional information you want to provide about the contest?

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