

Checklist for Area/Division Director

Before Contest

- ☐ Choose contest date and time, get approved by PQD
- ☐ Read the rule book
- ☐ Create registration link for contest
- ☐ Share link with clubs/area/social media
- ☐ Choose Contest Chair
 - Communicate expectations and Checklist
- ☐ Choose Chief Judge
 - Communicate expectations and Checklist
- ☐ Choose Toastmaster
 - Communicate expectations and Script
- ☐ Update district spreadsheet with functionaries
 - 5 Judges (7 for Division and District)
 - 1 Tie Breaker Judge
 - 2 Timers
 - 2 Ballot Counters
 - 2 Zoom Hosts
- ☐ Email Contestants, Contest Chair, and Zoom Hosts
 - Include contact information of self and contest chair.
 - Attach Speakers Eligibility, Contestant Profile, and Rulebook
 - Information on briefing
 - Contest Registration
- ☐ Email Ballot Counters and Timers, CC: Chief Judge, BCC: Judges
 - Thank them.
 - Include contact information of self and Chief Judge
 - Inform them the Chief Judge will be in contact regarding the briefing
 - Include contest registration information
- ☐ Discuss with Contest Chair and Chief Judge how technical difficulties will be handled
 - Time to Pause contest if a contestant loses connectivity
- ☐ Review Contestant Briefing with Contest Chair
- ☐ Review Functionary Briefing with Chief Judge
- ☐ Create Agenda (or assign to Contest Chair)

During Contest

- ☐ Open the meeting link early

After Contest

- ☐ Collect Notification of Winner form from Chief Judge and forward to next level.
- ☐ Send a personal Thank you to all the people that volunteered for the contest.