

Chapter Eight

Chairman's checklist

Facilities required

- Name of school or other facility
- Name of auditorium
- Seating capacity
- Stage or raised platform
- U.S. flag
- Acoustics (quality)
- Waiting room(s) with at least 10 chairs
- Soundproof, close to auditorium
- Waiting room(s) for assigned topic preparation
- Class bells disconnected
- Parking facilities available

Materials required

- Clipboards for judges
- Stopwatches (2)
- Pencils
- Calculator or adding machine
- Judges' instructions/scorecards
- Judges' scratch tally sheets
- Tabulator instructions/tabulation card
- Timekeeper instructions/timekeeper record card
- Numbered time cards
- Assigned topic cards
- Printed programs
- National rules brochures
- Certificates of appreciation for contest workers