



## Materials and Equipment Required to Conduct a Quality Contest

### Materials:

1. Speech Contest Rulebook (most recent edition)
2. Contest script (optional)
3. Contest program
4. Contestants briefing
5. Judges briefing
6. Speaker's Certification of Eligibility and Originality, for each contestant\*
7. Speech Contestant Biographical Information, for each contestant\*
8. Speech Contest Time Record Sheet and Instructions for Timers\*
9. Counter's Tally Sheet\*
10. Contest Results Form\*
11. Notification of Contest Winner\*
12. Judge's Guide and Ballot for each judge\*
13. Tie breaking Judge's Guide and Ballot\*
14. Certificates of Participation, for each contestant\*
15. Certificates for First, Second and Third Place winners\*
16. Equipment in good working order:
  - Timing lights
  - Stop watch
  - Colored timing cards
17. Numbered paper for drawing speaking order of contestants
18. Trophies for winners (optional)\*
19. Masking tape for marking speaking order, placing props, etc.
20. Directional arrow signs, so people know where the contest is
21. Pen or permanent marker for marking names on certificates

\*Item is included in the contest kit which is provided to you by the District