

<b>Materials Checklist</b>			
<b>Materials to Contest</b>	<b>Responsible</b>	<b>Done?</b>	<b>Comments</b>
Contest forms in folders; extra folders			
Pens			
Timing Devices (minimum of 2)			
Stopwatches (minimum of 2)			
Calculators			
Scissors			
Draw for order			
Envelopes			
Blank index cards			
Awards			
Refreshments			
Lectern			
Gavel			
Banner			
Flag			
Toastmaster Script			
<b>Contest Forms (from TI packet)</b>			
Rulebooks			
Judges Ballots			
Judging Instructions			
Timer Sheets			
Ballot Counter Tally Sheets			
Certificates of Originality			
Contestant Biography Forms			
Notification of Winner			
Last Updated 6/10/2011			