

Task Completion Checklist				
Task	Responsible	Due (days)	Done?	Comments
Contest Chairman/Team Leader selected	VP of Education	-35		
Budget/spending limit	Contest Chair	-35		
To-do list created (this is it!)	Contest Team Lead	-28		
Meeting time and place set	Contest Team Lead	-28		
Internet documents printed and read	Contest Team Lead	-28		
Chief Judge selected	Contest Team Lead	-28		
Awards Owner selected	Contest Team Lead	-28		
Refreshments Owner selected	Contest Team Lead	-28		
Toastmaster Dignitaries invited	Contest Team Lead	-28		
Contest Flier	Contest Team Lead	-25		
Chief Judge trained if necessary	Contest Team Lead	-21		
Decide Task Split with Chief Judge	Contest Team Lead/Chief Judge	-21		
Gifts/Awards/Trophies Plan	Contest Team Lead/Awards Owner	-21		
Contest Materials received from TI	Contest Team Lead	-14		
Rulebooks mailed / provided	Contest Team Lead	-14		
Blank Awards Certificates ordered	Awards Owner	-11		
Networking to find judges complete	Chief Judge/Contest Team Lead	-7		
Briefings planned	Contest Team Lead/Chief Judge	-7		
Contestant Eligibility confirmed with TI	Chief Judge/Contest Team Lead	-7		
Judge Eligibility confirmed with TI	Chief Judge/Contest Team Lead	-7		
Trophies for the Winners received	Awards Owner	-7		
Token gifts for contest officials obtained	Awards Owner	-7		
Test Speaker selected	Contest Team Lead	-7		
Judges selected	Chief Judge/Contest Team Lead	-7		
Toastmaster selected	Contest Team Lead	-7		
Timers selected	Chief Judge/Contest Team Lead	-7		
Ballot Counters selected	Chief Judge/Contest Team Lead	-7		
Sergeants-At-Arms selected	Chief Judge/Contest Team Lead	-7		
Refreshments Plan	Contest Team Lead/Refreshments Owner	-7		
Judges trained if necessary	Chief Judge	-4		
Toastmaster Script personalized	Contest Team Lead	-4		
File Folders for contest officials organized	Contest Team Lead	-4		
Contest Agendas printed	Contest Team Lead	-4		
Personalize Certificates	Awards Owner	-4		
Miscellaneous Items Plan (e.g. stopwatches)	Contest Team Lead	-4		
Preparing for role of Presiding Officer completed	Contest Team Lead	-4		
Refreshments to the meeting	Refreshments Owner	0		
Materials to the contest	Contest Team Lead	0		
Set up the Room	Contest Team Lead	0		
Find replacements if necessary	Contest Team Lead/Chief Judge	0		
Conduct Judges Briefing	Chief Judge	0		
Conduct Contestant Briefing	Contest Team Lead	0		
Notify Higher Level of the Winners	Contest Team Lead/Chief Judge	3		
Thank You Notes/Cards	Contest Team Lead	7		
CL Manual Project #10 Evaluation	Contest Team Lead	7		
Celebration!	Contest Team Lead	7		
Last Updated 6/10/2011				