

| Materials Checklist | | | |
|---|--------------------|--------------|---|
| Materials to Contest | Responsible | Done? | Comments |
| Contest forms in folders; extra folders | | | |
| Pens | | | |
| Timing Indicators (minimum of 2) | | | |
| Stopwatches (minimum of 2) | | | |
| Calculators | | | |
| Scissors | | | |
| Draw for order | | | |
| Envelopes | | | |
| Awards | | | |
| Gifts for volunteers | | | |
| Refreshments | | | |
| Lectern | | | |
| Gavel | | | |
| Banner(s) | | | |
| Flag | | | |
| Agendas | | | |
| Scripts | | | http://www.tmd55.org/scripts.html |
| Toastmaster Script | | | |
| Presiding Officer Script | | | |
| Contest Chair Briefing Script | | | |
| Chief Judge Briefing Script | | | |
| Contest Winner Announcement Script | | | |
| Dignitary List | | | http://www.tmd55.org/planning-documents.html |
| Sign in Sheet | | | |
| | | | |
| Contest Forms | | | http://www.tmd55.org/forms-and-templates.html |
| Rulebooks | | | |
| Judges Ballots | | | |
| Judging Instructions | | | |
| Timer Sheets | | | |
| Ballot Counter Tally Sheets | | | |
| Speaker Certifications | | | |
| Contestant Biography Forms | | | |
| Notification of Winner | | | |
| Judge Certifications | | | |
| Winner Certificates | | | |
| Certificates of Participation | | | |