

D50 Virtual Contest Role Checklist

Contest Chair

	Gather all contestants names and contact info.
	Find helpers for contest; 1 contestmaster, 3 ballot counters, 3 timers, and 2 sergeants-at-arms.
	Collect all helpers information; name, email address, and phone number AND SHARE info with all members of your contest team.
	Check Eligibility of contestants.
	Email all contestants Eligibility, Bio, and Video Release Forms (should be done a week in advance).
	Collect all forms from contestants BEFORE THE BRIEFING (recommended to be done a week in advance).
	Set up Briefing Zoom room for contestants (outside of the contest meeting).
	In briefing, choose speaking order with random.com.
	Share meeting info with contestants and helpers.
	Update Agenda for contest.
	Update PowerPoint Presentation for contest.
	In the contest, make the Sr SAA host of the meeting.
	Share speaking order with chief judge ASAP.
	During contest contact chief judge regarding winners to update slides.
	Have everyone log onto Zoom contest meeting to test audio 30 mins before contest starts.
	Ensure contestants know how to 'PIN' the timer.
	After contest, take a picture and post winners via social media outlets.
	HAVE FUN.

Contestant

	Ensure contest forms are complete and emailed to the contest chair BEFORE the contest.
	Attend the contest briefing.
	Log onto contest 30 mins before to ensure connection.
	Check you mic BEFORE the contest starts. NO time will allotted at contest start. Timing will start on 1st cue including non-verbial ones.
	Check your speaking area, no time will be allotted for this once contest starts.
	When you enter the contest, 'PIN' Timer. You will see Timer - John Doe.
	HAVE FUN.

Contest Master

	Know the script, follow the script.
	Attend the contestants/SAA briefing.
	Practice contestants name.
	Log onto contest 30 mins before to ensure connection.
	Keep intro brief, follow the script.
	Treat each contestant as equal.
	Remind everyone they have to be on mute and stop video when speakers are speaking.
	You will be moved to breakout room with contest chair to ensure you have winner. (This should be around the time district announcements are given).
	HAVE FUN.

D50 Virtual Contest Role Checklist

Sergeants at Arms

- Attend briefing.
- Log onto contest 30 mins before to ensure connection.
- Decide which SAA will serve as Sr. SAA will do what function i.e manage private chat, let member into meeting.
- Have Zoom meeting info
- Log on and change name i.e. Sr. SAA - Jane Smith
- Ensure all meeting participants have name listed (not just phone numbers).
- Ensure you are the host of the meeting.
- Ensure you answer private chats (EXCEPT when contestants are speaking).
- Ensure you let members into the meeting.

Timers

- Attend the contest briefing.
- Log onto contest 30 mins before to ensure connection.
- Ensure you have timing device.
- Ensure you have green, yellow and red cards.
- Ensure you write G, Y, R on cards.
- Decide which timer will operate the cards.
- In the meeting, change your name to Timer - John Doe.
- Email Chief Judge timing sheet after each contest. Picture can be taken.

Ballot Counters

- Attend contestant and SAA briefing.
- Log onto contest 30 mins before to ensure connection.
- In the Contest meeting, change name to Ballot Counter - John Doe.
- At the end of the EACH contest, you'll be moved to breakout room with chief judge.
- After the contest, you will receive judges' ballots from Chief Judge in the Breakout Room.
- Ensure all results are confidential.

D50 Virtual Contest Role Checklist

Chief Judge

- Obtain judges for the contest.
- Log onto contest 30 mins before to ensure connection.
- Schedule and attend briefing for judges.
- In the contest meeting, change name to Chief Judge - John Doe.
- At the end of the EACH contest, you'll be moved to breakout room with chief judge.
- Ensure you receive the timers report for both contests.
- After the International contest, you and the Contest Chair will be moved to the breakout room with ballot counter by SAA.

Judges

- Attend judges briefing.
- Log onto contest 30 mins before to ensure connection.
- Know who the chief judge is for the contest.
- When possible, keep video off and mute on.
- Change view to "Speaker View."
- Use the judges voting link to identify your 1st, 2nd, and 3rd place winners to Ballot Counter - John Doe.
- If you are the tiebreaking judge, use the judges voting link to identify all contestants to Ballot Counter - John Doe.
- NOTE: If Ballot is sent to anyone else, it will NOT count.**