DISTRICT LEADERSHIP DEVELOPMENT EVENT CHECKLIST

Set date and time for event and contact Wisconsin FFA Center.

Sent email reminder to district chapters about event details.

Contacted 3 judges for each of the following LDEs... __ Creed __ Prepared __ Extemporaneous __ Parliamentary Procedure __ Discussion Meet __ Employment Skills

Selected 3 adults to operate Quiz Bowl: __ Question Reader __ Scorekeeper __ Timekeeper

Selected time keepers for each event.

Selected moderator for discussion meet.

Contacted FFA members to serve as door monitors and select an advisor to monitor Holding Room.

Selected an individual to serve as the Extemporaneous Speaking Prep Room Monitor.

Decided which rooms in the school will be used for the various contests.

Selected individuals to operate registration table.

Contacted school official to give a welcome and put together a short opening for all contestants.

Spoke with State FFA Officer about how they will assist with the contest.

Draw for the contest participation order ahead of contest (if okay with advisors in your district).

Ordered or arranged for refreshments for participants.

Received awards from the Wisconsin FFA Center.

Received CONFIDENTIAL INFORMATION from the Wisconsin FFA Center.

Copied Employment Skills Application found in the confidential information. One copy per contestant.

Copied rules and score sheets for judges and sent to them so they have time to review before event.

Copied information for time keepers.

Sent Prepared Speaking Manuscripts to the prepared speaking judges for review and scoring.

Sent Resumes and Cover Letters to the Employment Skills judges for review and scoring.

Put together a printed program for participants and advisors.

Extra index cards and straight pins at registration table and index cards in Extemp Prep room.

Made extra copies of rules/score sheets for judges who forgot to bring what you sent them.

Rooms set-up and signs placed by doors so participants know where they’re competing.

Provide paper and a gavel for the Parliamentary Procedure Contest and paper for each contestant in the Discussion Meet Competition.

Create name tents for the participants in the Discussion Meet Competition.

Color Code and Fill out Official Result Sheets before contest (District, Host, Event Date, etc)

Have judges sign all official result sheets and collect all confidential information from judges.

MAKE 3 COPIES OF THE OFFICIAL RESULT SHEETS (1 FOR HOST, 1 FOR STATE OFFICER AND ONE FOR THE FFA CENTER). SCAN AND SEND TO THE FFA CENTER IMMEDIATELY.

GIVE ALL CONFIDENTIAL INFORMATION, UNCLAIMED PREPARED MANUSCRIPTS, EMPLOYMENT SKILLS RESUMES AND COVER LETTERS, QUIZ BOWL SCORECARDS TO STATE OFFICER TO RETURN TO THE WISCONSIN FFA CENTER.