

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.**