SECTIONAL LEADERSHIP DEVELOPMENT EVENT CHECKLIST

_______ Set date and time for event and contacted Wisconsin FFA Center.
_______ Sent event information to participating chapters.
_______ Contacted 3 judges for each of the following events... __ Creed __ Prepared __ Extemporaneous __ Parliamentary Procedure __ Discussion Meet __ Employment Skills
_______ Selected 3 adults to operate Quiz Bowl Event: __ Question Reader __ Scorekeeper __ Timekeeper
_______ Selected time keepers for each event. ________ Selected moderator for discussion meet event.
_______ 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 events.
_______ 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 event.
_______ Draw for the event participation order ahead of event (if okay with advisors in your district).
_______ Ordered or arranged for refreshments for participants.
_______ Received awards from the FFA Center.
_______ Received CONFIDENTIAL INFORMATION from the Wis. FFA Center.
_______ Copied Employment Skill Job 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, Cover Letters and Job Descriptions 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 LDE and paper for each contestant in the Discussion Meet Competition.
_______ Create name tents for the participants in the Discussion Meet Competition.
_______ Have judges sign all official result sheets and collect all confidential information from judges.

MAKE 3 COPIES OF ALL OFFICIAL RESULT SHEETS (one for host, one for state officer 3rd copy scan and send immediately to: czimmerman@wisconsinffa.org or thenrick@wisconsinffa.org). ALL OTHER CONFIDENTIAL INFORMATION, UNLCAIMED PREPARED MANUSCRIPTS, EMPLOYMENT SKILLS RESUMES, COVER LETTERS AND JOB DESCRIPTIONS, AND QUIZ BOWL SCORECARDS GIVE TO STATE OFFICER TO RETURN TO THE WISCONSIN FFA CENTER.