

# 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  Employability 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 Employability 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 Employability 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.
- \_\_\_\_\_ Cut Extemporaneous Speaking topics into strips for drawing.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Have judges sign all official result sheets and collect all confidential information from judges.
- \_\_\_\_\_ **GIVE ALL OFFICIAL RESULT SHEETS, ALL CONFIDENTIAL INFORMATION, UNCLAIMED PREPARED MANUSCRIPTS, EMPLOYABILITY SKILLS RESUMES AND COVER LETTERS, QUIZ BOWL SCORECARDS TO STATE OFFICER TO RETURN TO WISCONSIN FFA CENTER.**