

# 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.
- \_\_\_\_\_ Cut Extemp Speaking topics into strips for drawing.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ **GIVE ALL OFFICIAL RESULT SHEETS, ALL CONFIDENTIAL INFORMATION, UNCLAIMED PREPARED MANUSCRIPTS, EMPLOYMENT SKILLS RESUMES AND COVER LETTERS, QUIZ BOWL SCORECARDS TO STATE OFFICER TO RETURN TO WISCONSIN FFA CENTER.**