

SUGGESTIONS FROM PAST DISTRICT HOSTS

Below are past host suggestions. Use as you feel can add to your contest. They are not required.

1. **Strongly urge** advisors to send in their pre-registration and make sure it is accurate. Although this is not a requirement, make sure advisors understand the you need that information to efficiently prepare for the contest. Encourage advisors to avoid last minute cancellations!!
2. Give certificates to all participants. Create something nice but simple on your computer.
3. Make a judge's packet for each judge. Envelopes that contain extra sets of rules, paper for contestants, judges score sheets. Everything the judges need!
4. Plan Ahead! Plan Early! Have Plenty of Help! Start early and contact local businesses for judges. Send Materials Early –Don't Wait Until Last Minute.
5. Assign each advisor in your district to a contest. These advisors can then serve as a contest superintendent to oversee a contest and answer questions judges may have. Assign each event to each participating advisor early and have them knowledgeable of rules, etc. And day of contest have contestants report to them at your host site.
6. Use two-way radios. Give one to a responsible student at the registration table and the other to the advisor. This is a way the students could contact the advisor at anytime if a question arises.
7. Each school in the district suggest up to 3 judges for the contest to help host locate enough judges. Have a couple back up judges if some don't show.
8. Make your own special thank yous for the judges. Provide each judge with a pen set or FFA portfolio as a thank you. This was presented the day of the contest so there was no "after the contest work." Another idea is to present flowers to judges as a thank you.
9. Put handbook in a three-ring binder and follow it. Everything is there that you need.
10. Have a checklist for each contest. We forgot to get a gavel out for Parliamentary Procedure. Checklists help make sure you have everything you need.
11. Color code your report sheets so the judges notice them. I did that and all contests except one came out with them signed and ready.
12. Organize by forms by each contest as a sub packet. Everything need for Par/Pro, everything needed for Prepared, etc.
13. Have a person in the Creed Speaking contest room to follow the written Creed word for word and assist the judges. Sometimes judges are busy listening intently on the presentation and forget to the follow the words that might be missed.
14. For the Job Interview contest, have all the contestants complete the job application at one time. Then have a separate set of judges score those application. Then pass the job application scores to the interview judges to add in for the final placing.
15. Hire someone to help – Get at least two other adults involved and helping.
16. Make sure that there is plenty of food and beverages available to both the judges and contestants. Don't forget the judges and contestants might like a quick snack between contests or before they leave.
17. Follow Handbook.
18. Hand deliver packets to judges and explain key points