

SAMPLE CONTEST AGENDA

8:30 a.m. Judges briefing (*responsibility of the host teacher*)

8:30 a.m. Registration & Opening



- Welcome – (*By School Administrator if possible*)
- Announcements (*By Contest Chair or Judge if possible, or tag team with Host Teacher and Chair/Judge*)
 - Contestant Sign-in with their name, school, and instructor's name.
 - NOTE: Separate sheet of secondary (gold) and postsecondary (blue).
 - Eliminate unnecessary number and have contestant draw for order or work stations.
 - Give special housekeeping instructions.
 - Explain lunch arrangements and presentations of awards.
 - Review Contest Procedures.
 - Cannot wear clothing with school name (shirt, jacket or caps)
 - Safety procedures must be followed throughout the contest.
 - Contestants must do own work and not confer with other contestants, instructors or judges.
 - Tie breaker - decision made in judges meeting.
 - Review time schedule
 - Review contest project and give needed instructions.
 - Introduce judges (if you think this is needed).
 - Assign work areas.
- Wish all contestants luck.
- Directions to contest area
- Only authorized personnel in contest are before and during contest.
- Instructions for lunch
- Explain awards presentation time and procedure

8:45 a.m. Go to Contest are Orientation

9:00 a.m. Contest begins

12:00 noon Lunch break or finish contest (this will vary for each contest)

2:00 p.m. Tally scores

- Debriefing by judges

3:00 p.m. Awards Presentation