

Contest Host Checklist

VENUE

- Auditorium (Area Contest-300 seating minimum, State Contest-700 seating minimum)
 - Sound System (Follow stage plot)
 - Judges' Seating Area with tables
 - Lobby area with tables/space for vendors
 - Box Office or Ticket Booth/Table
 - 2 Tables for awards
 - Appropriate lightning and backdrops
- 2 Warm-Up Rooms (minimum)
- Holding Room
- Judges' Room
- Tabulation Room
 - Internet
 - Equipped with wall plugs
- Check-In Area for directors/schools (2-3 Tables)
- Area/room for group pictures

STAFF

- Volunteers and Runners for all areas
- Custodial (if the venue requires this)
- Security (if the venue requires this)

OTHER

- Concession Stand (if host wishes to raise money for their organization/school)
- Recorders for audio comments (not required)
- Pencils, writing tablets, and table lights for judges
- Badges for campus volunteers

Disclaimers:

1. All areas of the contest must be equipped with A/C and heaters and must be kept a comfortable room temperature appropriate for the current outside temperature.
2. Venues in which students do not have to exit the building between the warm-up rooms and the auditorium/stage (or at all if possible) are preferred. This is to aid in keeping instruments at the same temperature as to avoid instruments going out of tune. It also keeps students away from harsh weather like very cold temperatures or rain