

## **Supplies for Communications Competition**

- programs
- Registration desk:
  - Basket and signage for silver collection if required
  - Programs and highlighters to mark off participants (one per event room plus one extra)
- folders for judges (one per)
- envelopes for timers (one per)
- envelopes for room chairs and the award chair
- extra stopwatches
- awards and envelopes for winners
- tokens for participants
- envelopes for participants – grouped by category
- gifts for judges
- gifts for volunteers (MCs, timers, and enumerators)
- box of office supplies
- signage for registration, rooms and directions

### Box of office supplies

- pens, pencils
- markers
- highlighters
- tape
- paper clips
- painters tape to post signs
- envelopes of various sizes
- sticky notes

### Chairperson

- direction sheet
- sample speech
- program

### Judges Envelopes

- program
- pen and pencil
- scorecards with names of participants and titles of speech/presentation by category
- labelled comment sheets, one per competitor/team
- placing sheets for each category judged
- copy of the scoring system

### Timekeepers Envelopes

- direction sheet
- stopwatches
- pen and pencil
- time sheet for each category with names of participants
- program

### Chairpersons Envelope

- direction sheet
- pen and pencil
- copy of the scoring system given to judges
- calculation sheets for each category with names of participants
- final result sheet for each category
- envelopes with names of competitors for comment sheets
- program