

JUDGE'S CHECK LIST

CONTRACT – Written agreement between the event coordinator and yourself

- _____ Time, Place, Fees, Rule Book
- _____ Travel Arrangements, Tickets
- _____ Facility Location, Directions
 - Indoor
 - Outdoor
 - Seating Arrangements

SUPPLIES

- _____ Digital Audio Recorder (if not provided), extra batteries
- _____ Paper, pen, pencil, calculator
- _____ Clip board
- _____ Criteria worksheets
- _____ Rule Book/handbooks

PERSONAL COMFORT

- _____ Seat cushion, blanket, fan/extension cord, chair back
- _____ Hat, gloves, sunglasses

DRESS

- _____ Professional
- _____ Comfortable
- _____ Be prepared for any weather
- _____ Dress Code – Some competitions have requirements (ask)

ARRIVAL TIME _____ A.M. / P.M.

- _____ Arrive early, allow for preparation, expect the unexpected
- _____ Scope out the facility, get familiar with necessities, (restroom, concessions, office)
- _____ Check in with management
- _____ Locate and prepare your judging location