

# School Contest Checklist



- **Classroom winners choose a second poem.**  
Be sure a student's poem combination fits our criteria (see **pages 5–6**).
- **Establish whether your school will name one, two, or three champions at your event.**  
Your school can name one champion in each prize stream: English, French, and Bilingual.
- **Schedule the contest.**  
Pick an appropriate venue, date, and time of day to hold your contest.
- **Staff your contest.**  
Recruit judges, an accuracy judge, a prompter, tabulator, MC, and musicians as needed.  
If students will be reciting in French, you will need additional judges.
- **Prepare the paperwork**
  - ▶ A week before the event, send each performance judge and accuracy judge:
    - ▶ a copy of the judge's guide (available in the Competitions section of our website), which contains our evaluation materials
    - ▶ the poems in the order they will be recited
  - ▶ For the school contest, assemble the following packages:
    - ▶ For the performance judges, put the evaluation sheets (with each student's name and recited poem indicated) in the order of recitation.
    - ▶ For the accuracy judge(s), include the poems in the order they will be recited and the associated accuracy score sheets (with each student's name and recited poem indicated).
    - ▶ For the prompter, include the poems in the order they will be recited.
    - ▶ For the MC, a list of students' names in the order of recitation and any other pertinent information.
- **Organize certificates & prizes**
  - ▶ Print out certificates of participation from the Competitions section of our website and arrange any prizes for your school champion(s).