

Discussion Meet Competition Checklist

Resources Per Competition Room:

- 4-6 competitors
- Moderator
- Timekeeper (can be combined with the moderator responsibilities if volunteers are limited)
- 3 Judges
- 2 Scripts (one for moderator, one for timekeeper)
- 3 Individual Score & Feedback Forms per Competitor (if using the rating sheet for official competitions, you'll just need one per judge)
- Stopwatch (can use timer on phone, if placed in airplane mode)
- Red Card
- Yellow Card
- Yellow Table Tent
- Competitor Name Cards
- Ensure the room is properly set using the seating diagram.

In addition to the competition room(s), you'll need a tabulation room where judges can finalize their score and feedback forms and the competition chair can organize results. The following resources are helpful in the tabulation room:

- 1 Competition Chair
- Extra Score & Feedback Forms
- Calculators
- Results Worksheets
- Paperclips or Envelopes to Organize Individual Feedback Forms
- Competition Prizes