

# First Contest Checklist

For Instructors

- \_\_\_\_\_ Schedule rehearsal time in your practice gym for the day of the show
- \_\_\_\_\_ Check tape and padding on all equipment and props
- \_\_\_\_\_ Pack extra piece of each type of equipment
- \_\_\_\_\_ Have pre-printed spiel sheet ready for check in
- \_\_\_\_\_ Turn in tape/CD at sound table for sound check
- \_\_\_\_\_ Walk members through performance gym if possible, showing them the entrance/exit
- \_\_\_\_\_ Have crew/managers/members organize equipment and props in prop area
- \_\_\_\_\_ Set time for pre-warm up, quiet time to focus, etc. before official warm up
- \_\_\_\_\_ After performance, retrieve judges tapes from sound table
- \_\_\_\_\_ Sign up for critique and locate room to assure timely arrival
- \_\_\_\_\_ Bring an audio cassette player and review judges' tapes prior to critique
- \_\_\_\_\_ Before entering critique, compare comments on tapes to criteria on sheets
- \_\_\_\_\_ After critique, use both tapes and judges feedback to prepare for next contest