

REGION QUARTERFINALS CHECKLIST



As a Program Quality Director, it is your responsibility to ensure that your district meets all requirements for participation in region quarterfinals. Use this checklist to ensure you've followed all the required steps.

- Review the *Speech Contest Rulebook* and ensure you are familiar with the video recording requirements.
- Attend Mid-year Training. During your training session, you will be provided with information to help you avoid potential disqualifications and prepare for region quarterfinals.
- Prepare for your district conference and ensure you are ready to record your International Speech Contest. If other district leaders are assisting with the conference, share all communications and instructions from World Headquarters with them.
- Review the instructions from World Headquarters, which will be sent approximately two weeks prior to your district conference. Forward these instructions to any other district leader who is assisting you in this process.
- At your district conference, have each contestant sign all required forms (see below), ensure the video requirements outlined in the *Speech Contest Rulebook* are followed and record all contestants' speeches.
- Submit all supporting documents to World Headquarters within one week following the completion of the district conference. You must submit video of the first-place winner to World Headquarters, along with:
 - A signed copy of the **Region Quarterfinals Video Release Form (1193)**.
 - A completed **Notification of Contest Winner (1182)** form.
 - A completed **Speaker's Certification of Eligibility and Originality (1183)** document.