REQUIRED LEADERSHIP & OCCUPATIONAL CONTEST EQUIPMENT

Check List for Each Room

○ **Action Skills**
  - Time cards – 5, 6 and 7 minutes
  - Stopwatch
  - 110V outlet
  - 30” x 96” table
  - Score sheets
  - Pen/pencil for judges

○ **American Spirit**
  - Pen/pencil for judges
  - 30” x 96” table
  - Score sheets

○ **Chapter Business Procedure**
  - Lectern
  - Gavel
  - Pad and pencil for secretary
  - Stopwatch
  - Packet for each team
    - List of business items
    - Minutes of previous meetings
    - Treasurer’s report
    - Paper for any committee reports
    - Pencils
  - Two tables
  - Judge – table and chairs
  - Contestants – (1 table, 6 chairs)
  - Pen/pencil for judges
  - Score sheets

○ **Class Project Display - Individual**
  - Table (30” x 72”)
  - Pen/pencil for judges
  - Score sheets
  - 8’ x 8’ floor space
REQUIRED LEADERSHIP & OCCUPATIONAL CONTEST EQUIPMENT

Check List for Each Room

- **Class Project Display - Team**
  - Table (30” x 72”)
  - Pen/pencil for judges
  - Score sheets
  - 8’ x 8’ floor space

- **Chapter Display**
  - Stopwatch
  - Tape measure
  - Pen/pencil for judges
  - Score sheets
  - 8’ x 8’ floor space

- **Community Service**
  - Video projector (students provide their own laptop for presentations)
  - Easel for flip-chart
  - 100V outlet
  - Timer
  - Stopwatch
  - Time card – 7 and 9 minutes
  - Pen/pencil for judges
  - Score sheets

- **Cosmetology Quiz Bowl**
  - Tables:
    - One for each team (4 total)
    - Two for judges
  - Chairs
    - One for each contestant (20 total)
    - One for each judge (4 total)
  - 100V outlet
  - Extension cord
  - Lectern
  - Quiz Bowl apparatus (buzzer system) *2 teams of 5 buzzers*
  - Secure questions and acceptable responses
  - Paper and pencils for each contestant
  - Calculator for judges
  - Score sheets
REQUIRED LEADERSHIP & OCCUPATIONAL CONTEST EQUIPMENT

Check List for Each Room

- **Customer Service**
  - Contest space
  - Tables and Chairs
    - Contestants (1 table & 1 Chair)
    - Judges (1 table & 4 chairs)
  - Computer for contestants (key-board only)
  - Telephone for contestant and judge
  - Customer reception area
  - Telephone log
  - Telephone directory
  - Pen/pencils for judges and contestants
  - Score sheets

- **Extemporaneous Speaking**
  - Preparation Room
    - Table or Desk (1 chair)
    - SkillsUSA Leadership Handbook
    - Webster’s New Collegiate Dictionary
    - Bartlett’s Familiar Quotations
    - Roger’s Thesaurus
    - Blank 3” x 5” cards
    - Copies of selected speech topic in sealed envelopes
    - Clock/Timer
  - Contest Room
    - Lectern
    - Tables/Chairs (Judges) (2 tables, 4 chairs)
    - Two stopwatches
      - One for time keeper
    - Time cards – 3, 4, and 5 minutes
    - Pen / pencil for judges
    - Score sheets

- **Job Information Manual**
  - Pen/pencil for judges
  - 30” x 96” table
  - Score sheets (download of the State Website)
REQUIRED LEADERSHIP & OCCUPATIONAL CONTEST EQUIPMENT

Check List for Each Room

- **Job Interview**
  - Employment application forms (30 copies min.)
  - Tables and chairs
    - Job application process (12 tables, 24 chairs)
    - Reception’s room (2 tables, 2 chairs)
    - Interview room (2 tables 6 chairs)
  - Clock/Timer
  - Pen / pencil for receptionist and judges
  - Interview questions
  - Score sheets

- **Job Skills Demonstration “A” and “OPEN”**
  - Timekeeper & Stopwatch
  - Time cards – 5, 6 and 6:30 minutes
  - 8’ x 12’ performance space
  - Two 110V outlets
  - Tables (30” x 96” tables)
    - (1 for contestant, 2 for judges; 4 chairs)
  - Pen / pencil for judges
  - Score sheets

- **Occupational Health and Safety Notebook**
  - Pen / pencil for judges
  - Score sheets
  - Tables for notebooks
  - Tables (1 table)
  - Chairs for judges (2 chairs)

- **Opening and Closing Ceremonies**
  - Official SkillsUSA emblem
  - Easel for emblem
  - US Flag with Stand
  - Lectern
  - Gavel and block
  - Chairs
    - Contestants - six
    - Judges
  - Table for judges ( 2 tables)
  - Pen / pencil for judges
  - Score sheets (one for each team – per judge) 4 judges
REQUIRED LEADERSHIP & OCCUPATIONAL CONTEST EQUIPMENT

Check List for Each Room

- **Outstanding Chapter**
  - Pen / pencil for judges
  - Score sheets
  - Tables for notebooks (1 total)
  - Chairs for judges (2 total)

- **Prepared Speech**
  - Timekeeper
  - Lectern
  - Table and chairs for judges (2 tables, 4 chairs)
  - Stopwatch
  - Time cards – 5 and 7 minutes
  - Pen / pencil for judges
  - Score sheets

- **Promotional Bulletin Board**
  - Stopwatch
  - Tape measure
  - Pen / pencil for judges
  - Score sheets
  - Tri-pods (2 extras, for students that failed to bring their own)

- **Quiz Bowl**
  - Tables
    - One for each team (4 total)
    - Two for judges
  - Chairs
    - One for each contestant (20 total)
    - One for each judge (4 total)
  - 100V outlet
  - Extension cord
  - Lectern
  - Quiz Bowl apparatus (buzzer system) *2 teams of 5 buzzers*
  - Secure questions and acceptable responses
  - Paper and pencils for each contestant
  - Calculator for judges
  - Score sheets
REQUIRED LEADERSHIP & OCCUPATIONAL CONTEST EQUIPMENT

Check List for Each Room

- **Related Technical Math**
  - Tables and chairs for contestants (15 tables, 30 chairs)
  - Test problems and instructions
  - Scratch paper
  - Pencils for contestants and judges
  - Formula sheets
  - Conversion tables and / or charts
  - *(2 Extra calculators for contestants that failed to bring their own)*

- **State Pin Design Contest**
  - Copy of the Contest Rules *(download from the state website)*
  - No Score sheets required- Pre-judged)
  - Tables for designs (1 total)

- **State Program Cover Design Contest**
  - Copy of the Contest Rules *(download from the state website)*
  - No Score sheets required- Pre-judged)
  - Tables for designs (1 total)

- **State Tee-Shirt Design Contest**
  - Copy of the Contest Rules *(download from the state website)*
  - No Score sheets required- Pre-judged)
  - Tables for designs (1 total)