






Speech Contest Plan

ID		% Complete	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Notes
1		0%	<b>Speech Contest</b>	<b>69 days?</b>	<b>Wed 05/08/09</b>	<b>Mon 09/11/09</b>			
2		0%	Contest Date	1 day?	Wed 21/10/09	Wed 21/10/09			
3		0%	<b>Initiation</b>	<b>16 days?</b>	<b>Wed 05/08/09</b>	<b>Wed 26/08/09</b>			
4		0%	Kick off planning for contest	16 days	Wed 05/08/09	Wed 26/08/09	2SS-55 days		
5		0%	Select date (plus two alternates)	1 day?	Wed 05/08/09	Wed 05/08/09	2SS-55 days		
6		0%	<b>Planning</b>	<b>47 days</b>	<b>Wed 12/08/09</b>	<b>Thu 15/10/09</b>			
7		0%	Project Plan	16 days	Wed 12/08/09	Wed 02/09/09	2SS-50 days		
8		0%	<b>Recruit staff</b>	<b>25 days</b>	<b>Fri 11/09/09</b>	<b>Thu 15/10/09</b>			
9		0%	Contest Chair	20 days	Fri 11/09/09	Thu 08/10/09	2SS-28 days		
10		0%	Chief Judge	20 days	Fri 11/09/09	Thu 08/10/09	2SS-28 days		
11		0%	Judges (at least 5 + tiebreaking judge)	20 days	Fri 11/09/09	Thu 08/10/09	2SS-28 days		
12		0%	Timers (2)	20 days	Fri 11/09/09	Thu 08/10/09	2SS-28 days		
13		0%	Counters (2)	20 days	Fri 11/09/09	Thu 08/10/09	2SS-28 days		
14		0%	Registration (2)	20 days	Fri 11/09/09	Thu 08/10/09	2SS-28 days		
15		0%	Logistics/setup	25 days	Fri 11/09/09	Thu 15/10/09	2SS-28 days		
16		0%	<b>Room Bookings</b>	<b>12 days</b>	<b>Wed 12/08/09</b>	<b>Thu 27/08/09</b>			
17		0%	Determine requirements for room	5 days	Wed 12/08/09	Tue 18/08/09	2SS-50 days		
18		0%	Research room possibilities	5 days	Wed 19/08/09	Tue 25/08/09	17		
19		0%	Select venue	1 day	Wed 26/08/09	Wed 26/08/09	18		
20		0%	Book venue	1 day	Thu 27/08/09	Thu 27/08/09	19		
21		0%	<b>Club participation</b>	<b>36 days</b>	<b>Wed 26/08/09</b>	<b>Wed 14/10/09</b>			
22		0%	Find out dates of club contests	15 days	Wed 26/08/09	Tue 15/09/09	2SS-40 days		
23		0%	Collect names of winners and runners-up from clubs	1 day	Wed 14/10/09	Wed 14/10/09	22		
24		0%	<b>Execution</b>	<b>42 days?</b>	<b>Fri 11/09/09</b>	<b>Mon 09/11/09</b>			
25		0%	<b>Prepare materials</b>	<b>42 days</b>	<b>Fri 11/09/09</b>	<b>Mon 09/11/09</b>			
26		0%	Publicity flyer	5 days	Wed 16/09/09	Tue 22/09/09	2SS-25 days		
27		0%	Order trophies (if desired)	1 day	Fri 11/09/09	Fri 11/09/09	2SS-28 days		
28		0%	Agenda	5 days	Thu 15/10/09	Wed 21/10/09	23		
29		0%	Registration tracking/sign in sheet	13 days	Thu 22/10/09	Mon 09/11/09	28		
30		0%	Signs for contest	13 days	Thu 22/10/09	Mon 09/11/09	28		
31		0%	<b>Registration &amp; PR</b>	<b>21 days</b>	<b>Wed 23/09/09</b>	<b>Wed 21/10/09</b>			
32		0%	Distribute publicity flyer to clubs and D60	1 day	Wed 23/09/09	Wed 23/09/09	2SS-20 days		
33		0%	Track registration	18 days	Thu 24/09/09	Mon 19/10/09	32		
34		0%	Check in participants day-of	1 day	Wed 21/10/09	Wed 21/10/09	2SS		

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35	0%	<b>Logistics</b>	<b>5 days</b>	<b>Thu 15/10/09</b>	<b>Wed 21/10/09</b>			
36	0%	Check registration numbers to determine food needed	3 days	Thu 15/10/09	Mon 19/10/09	2SS-4 days		
37	0%	Order food	1 day	Tue 20/10/09	Tue 20/10/09	36		
38	0%	Purchase napkins/plates/cutlery	1 day	Tue 20/10/09	Tue 20/10/09	36		
39	0%	Room setup	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
40	0%	Food delivery and setup	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
41	0%	Room cleanup	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
42	0%	<b>Contest execution</b>	<b>3 days?</b>	<b>Mon 19/10/09</b>	<b>Wed 21/10/09</b>			
43	0%	<b>Assemble all needed materials</b>	<b>2 days</b>	<b>Mon 19/10/09</b>	<b>Tue 20/10/09</b>			
44	0%	Judging sheets	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
45	0%	Eligibility forms	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
46	0%	Counter sheets	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
47	0%	Timer sheets	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
48	0%	Thank-you notes or certificates for volunteers	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
49	0%	Sign-in sheet for day of	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
50	0%	Receipts	1 day	Mon 19/10/09	Mon 19/10/09	2SS-2 days		
51	0%	"Float" for registration desk if there is a fee	1 day	Tue 20/10/09	Tue 20/10/09	2SS-1 day		
52	0%	Finalize and print agenda	1 day	Tue 20/10/09	Tue 20/10/09	2SS-1 day		
53	0%	Contest chair selects topic for table topics contest	1 day	Tue 20/10/09	Tue 20/10/09	2SS-1 day		
54	0%	<b>Contests</b>	<b>1 day?</b>	<b>Wed 21/10/09</b>	<b>Wed 21/10/09</b>			
55	0%	Contestants fill out eligibility forms	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
56	0%	Briefing of contestants (contest chair) and contest staff (chief judge).	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
57	0%	Contest chair has contestants draw for speaking order	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
58	0%	Open contest	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
59	0%	Introductions (Area Gov. if not Contest Chair)	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
60	0%	<b>Table Topics</b>	<b>1 day</b>	<b>Wed 21/10/09</b>	<b>Wed 21/10/09</b>			
61	0%	Chief judge reads rules for Table Topics contest	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
62	0%	Sgt. At Arms takes all contestants except for first one to separate roo	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
63	0%	Chair introduces contestant and gives topic	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
64	0%	Counters collect ballots	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
65	0%	Chief judge collects tiebreaker ballot confidentially	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
66	0%	Counters tabulate results	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
67	0%	Contest chair interviews contestants	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
68	0%	Results given to chief judge. Contest staff return to room.	1 day	Wed 21/10/09	Wed 21/10/09	2SS		

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69	0%	Break	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
70	0%	<b>Humorous Speech</b>	<b>1 day?</b>	<b>Wed 21/10/09</b>	<b>Wed 21/10/09</b>			
71	0%	Briefing of contestants (contest chair) and contest staff (chief judge).	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
72	0%	Contest chair has contestants draw for speaking order	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
73	0%	Open contest	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
74	0%	Brief introductions	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
75	0%	Chief judge reads rules for Humorous Speech contest	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
76	0%	Chair introduces contestants	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
77	0%	Counters collect ballots	1 day	Wed 21/10/09	Wed 21/10/09	2SS		
78	0%	Chief judge collects tiebreaker ballot confidentially	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
79	0%	Counters tabulate results	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
80	0%	Contest chair interviews contestants	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
81	0%	Results given to chief judge. Contest staff return to room.	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
82	0%	Thanking of volunteers	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
83	0%	Announce winners	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
84	0%	Clean up venue	1 day?	Wed 21/10/09	Wed 21/10/09	2SS		
85	0%	<b>Closure</b>	<b>5 days</b>	<b>Thu 22/10/09</b>	<b>Wed 28/10/09</b>			
86	0%	Provide contest results to next level	2 days	Thu 22/10/09	Fri 23/10/09	64		
87	0%	Reconcile receipts and determine profit/loss	3 days	Mon 26/10/09	Wed 28/10/09	86		
88	0%	followup thank-you notes to all staff	5 days	Thu 22/10/09	Wed 28/10/09	64	Susan	