

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
 - Robert's Rules of Order book
 - 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)