Contest Preparation Timeline

Area Director
- Flier
- Pick Chair Split Duties
- Get Helpers
- Get Helpers Select Contest TM
- Get Helpers E-mail Contestants
- E-mail Contestants
- Print Certificates
- Arrive Early
- Direct Helpers and Contestants

Contest Chair
- Flier
- Get Helpers
- Get Helpers Receive Briefing Script
- Receive Briefing Script
- Toastmaster Receives Script
- Practice Script With AD/TM
- Arrive Early
- Brief SAAs and Contestants

Contest Toastmaster
- Flier
- Get Helpers
- Get Helpers Receive Briefing Script
- Receive Briefing Script
- Toastmaster Receives Script
- Practice Script With AD/CC
- Arrive Early
- Attend Briefing SAAs and Contestants

Timeline:
- Flier
- 1 Month
- 3 Weeks
- 2 Weeks
- 1 Week
- Contest