

This Excel sheet is only for reference. Please refer to the 2011 Contest Rulebook for the official rules.

Created By: 2011/1/10

No.	Item	Club		Area		Division		Note:
1	Rulebook	Optional	Distribute as seen fit to contestants judges.	Required	Contestants (4-8), Judges (Typ 5-6) Other (Cont. Chair, Ch Jud., plus as need)	Required	Contestants (10 max), Judges (Typ 7-8) Other (Cont. Chair, Ch Jud., plus as need)	En: Ordered from TI Ja: Electronic copy
2	Speaker's Certification of Eligibility and Originality	Required	as needed	Required	as needed	Required	as needed	En: Ordered from TI Ja: Electronic copy
3	Timer Sheet	Optional	2 copies	Required	2 copies	Required	2 copies	En: Ordered from TI Ja: Electronic copy
4	Tally Counter Sheet	Optional	3 copies	Required	3 copies	Required	3 copies	En: Ordered from TI Ja: Electronic copy
5	Judges Ballot	Optional	~5 copies (min)	Required	~5 copies (min)	Required	~7 copies (min)	En: Ordered from TI Ja: Electronic copy Photocopies can be also used for the audience (minus signature part)
6	Tie-Breaking Judge Ballot	Optional	1 copy	Required	1 copy	Required	1 copy	En: Ordered from TI Ja: Electronic copy
7	Certificate of Participation	Optional	as needed	Required	4-8 copies (Depending)	Required	4-8 copies (Depending)	Items not purchased from TI cannot have the TI logo
8	1st Place Certificate	Optional	1	Required		1 Required		Items not purchased from TI cannot have the TI logo
9	2nd Place Certificate	Optional	1	Required		1 Required		Items not purchased from TI cannot have the TI logo
10	3rd Place Certificate	Optional	1	Depends (not if 4 contestants)		1 Required		Items not purchased from TI cannot have the TI logo
11	1st Place Trophy	Optional	1	Optional		1 Required		Items not purchased from TI cannot have the TI logo
12	2nd Place Trophy	Optional	1	Optional		1 Required		Items not purchased from TI cannot have the TI logo
13	3rd Place Trophy	Optional	1	Depends (not if 4 contestants)		1 Required		Items not purchased from TI cannot have the TI logo
14	Notification of contest winners	Required	1	Required		1 Required		To be sent to the chairman for the next contest level
15	Time Indicator	Optional	1	Required		1 Required		
16	Stop Watch	Optional	1	Required	1,2	Required	1,2	
17	Contestant Comment Sheet	Optional	as needed	Optional	as needed	Optional	as needed	
18	Comment Envelope	Optional	as needed	Optional	~4-8	Optional	~7-8	
19	Contest Program	Optional	as needed	Required	as needed	Required	as needed	
20	Name Badges	Optional	as needed	Optional	as needed	Optional	as needed	
21	Flower (pin-type)	Optional	as needed	Optional	contestants plus special gues	Optional	contestants plus special guests	
22	Flower (decoration)	Optional	as needed	Optional	as needed	Optional	as needed	
23	Banner	Optional	1	Optional		1 Optional		
24	Snacks & Drinks	Optional	as needed	Optional	as needed	Optional	as needed	Check first if you an have food at the venue
25	Trash Bags	Optional	1,2	Optional	5,6	Optional	5,6	
26	Tape	Optional	2 rolls	Optional	2 rolls	Optional	2 rolls	
27	Magnets	Optional	5-6	Optional	5-6	Optional	5-6	
28	Whiteboard	Optional	1	Optional		1 Optional		
29	Lecturn	Optional	1-2	Optional	1-2	Optional	1-2	MC 1, Contestants 1
30	Microphone (pin type)	Optional	1-2	Optional	1-2	Optional	1-2	
31	Microphone (hand held type)	Optional	1-2	Optional	1-2	Optional	1-2	
32	Reserved Seating Signs (Contestant )	Optional	as needed	Optional	~4-8	Optional	~7-8	
33	Reserved Seating Signs (Special Guests )	Optional	as needed	Optional	as needed	Optional	as needed	
34	Direction Signs	Optional	as needed	Optional	as needed	Optional	as needed	
35	Contest Flyer	Optional	as needed	Optional	as needed	Optional	as needed	
36	Constest PR Web Page	Optional	as needed	Optional	as needed	Optional	as needed	
37	Attendance List	Optional	1	Optional		1 Optional		
38	Recipt Book	Optional	1	Optional		1 Optional	1,2	
39	Money tray/box	Optional	1	Optional		1 Optional		
40	Pens	Optional	as needed	Optional	as needed	Optional	as needed	
41	Video Camera & Media	Optional	as needed	Optional	as needed	Optional	as needed	
42	Projector	Optional	as needed	Optional	as needed	Optional	as needed	