

## Procedures for contest budget approval:

- 1.) Submit your **budget** and **flier** to your **Division Director (DD)** and **Division Treasurer** (**budget MUST be approved by both DD and Treasurer**).
- 2.) Once approved, submit the **budget** and **flier** to:  
**Jessica Allen** at [jessica.allen.d1tm@gmail.com](mailto:jessica.allen.d1tm@gmail.com),  
**Stephanie Eaves** (Public Relations Manager) at [stephanie.eaves@rocketmail.com](mailto:stephanie.eaves@rocketmail.com) and  
**Kamran Paydar (District Finance Manager)** at [kamranpaydar@yahoo.com](mailto:kamranpaydar@yahoo.com)  
CC your DD and Treasurer when you email Jessica, Stephanie and Kamran, and attach the email with the approval from your Division Treasurer and DD.
- 3.) Kamran will either approve it or send it back to you for adjustments.
- 4.) Once approved by Kamran, Stephanie will post your flier on the District website and social media. (No need to send Stephanie a separate email asking her to post. Please do not flood her email.)
- 5.) Please note that the team has been instructed to send your budget back if you do not follow the procedure listed above. The sooner you send your budget, the faster we can do our job. Also note that you **CANNOT** advertise your contests without approval. **PLEASE DO NOT** wait until the last minute to send your budgets and fliers for approval. It takes Stephanie on average 5 to 7 days to get your flier posted everywhere. Get it in early!!

## More Helpful Notes

Just a reminder that there will be a "**District Representative**" at every contest. Either Joyce, Jessica or Julie will be at your contests to deliver district announcements. Please allow 15 minutes on your timed agenda for announcements. If you are doing a double, you can split the time and we can do half of the announcements after the first area and the other half after the second area. See District Representative list at [http://www.tmdistrictone.org/ContestDocs/ContestReps\\_Fall2015.pdf](http://www.tmdistrictone.org/ContestDocs/ContestReps_Fall2015.pdf) and add the correct person to your program.

Each Division has a "**Division Evaluator**" who will evaluate your contest from top to bottom. Please include this person on planning emails and invite him/her to your Kick the Tires meeting. This person is one of your comps. Please **DO NOT** list this person on your program as he/she is anonymous and not to be identified publicly. If you do not know the evaluator for your division, ask your DD or contact District Evaluator Janet Cormier at [jdoggan@aol.com](mailto:jdoggan@aol.com).

The **protocol list** is available on the district website at <http://www.tmdistrictone.org/protocol.asp> for download and printing. Please download and print it the evening before your contest so that you have the most updated version.

You received a "**Judge's Rulebook**" at the judges training and in your District Leader handbook. If you do not have a copy, you can download one from Contest Files page at <http://www.tmdistrictone.org/contestfiles.asp>. Please make sure you have a copy for yourself in the event you need to refer to it.

**Trophy cost** (for Area contests only): \$13.00@ for small 2<sup>nd</sup> Place and \$17.00@ for medium 1<sup>st</sup> Place. Each Area will give out two 2<sup>nd</sup> Place awards and two 1<sup>st</sup> Place awards, total \$60.00.

Jessica Allen, DTM  
Program Quality Director  
August 27, 2015