

**CLUB CHECKLIST:
PREPARING YOUR CLUB'S CONTESTANT FOR
THE DISTRICT FOUR-WAY TEST SPEECH CONTEST**

- If your contestant is under the age of 18, please obtain consent for pictures to be taken at the District contest. Contact Jeffrey Shell, District 5810's Youth Protection Officer, for assistance.
- **Inform the 1st place winner that the District contest is Saturday, May 4, 2024, at 9:30 a.m., that the District contest will be held in person at The Westwood School's Black Box Theatre (14240 Midway Rd., Dallas, TX 75244), and that s/he/they will need to arrive between 8:45-9:15 on May 4, 2024 to check in (we will stop accepting check in at 9:20 a.m.).** If the 1st place winner cannot participate at that date/time, the Club is welcome to send the 2nd place winner.
- **Go to <https://www.rotary5810.org/page/four-way-test> and complete the registration page and pay the entry fee of \$95.00 by May 3, 2024. Registrations received or entry fees paid after May 3, 2024 will not be accepted, and your contestant will not be allowed to participate.**
 - **Be sure** to include contact information for your District-level contestant (i.e., your 1st place winner or, if the 1st place winner cannot attend, your 2nd place winner) – both an email address and a telephone number – as well as contact information for your Club sponsor (both an email address and a telephone number).
 - **Be sure** to include both the name of your District-level contestant's school and the name of your Club (if your town has more than one Rotary Club, *please* specify which Club is sending your contestant ... ex., Plano Metro, McKinney Sunrise, etc.).
- **Ask** your Club's Communications Director to announce your Club's winners on your Club's website, to communicate their names to the District's newsletter, and to confirm with Jim Bullock (jbullock@johnstonclm.com) and John Caldwell (johnrcaldwell@verizon.net) that the registration and entry fee have been received.
- **Inform** your District-level contestant that s/he/they will be asked to attend the District Roundtable on **May 11, 2024** to be recognized; the top performers at the District contest may be asked to present their speeches at the District Roundtable.
- **Encourage** your District-level contestant to invite family, friends, teachers, and Club sponsors to attend the District competition. Rotarians are also welcome and encouraged to attend.
- **Recommendation:** inform the principal of your District-level contestant's school that your District-level contestant is participating in the District contest (the school may want to send a representative to support its student).