**FESTIVAL SUPPLIES**

**Documents/supplies--What and Where**

**Information Table**:

* **Binder**  Teacher Schedule

 Student Schedule

 Monitor Schedule/times

 Judge Schedule

* Nametags
* Blank Certificates

Pens/pencils

**Judging Rooms:**

* Room schedule and monitor duties list( on clipboard) and pencil for monitors

 (desk or music stand outside of the room)

* Room Schedules and pencils for each judge
* Goodie bags for judges

**Ribbon Room:**

* Ribbons
* Teacher envelopes
* Teacher Roster with teachers' numbers
* Tally sheet for ribbons
* Teacher list of registered students
* Pens, pencils, highlighters

**Judging Packet:**

* Room Schedule (student names only no teacher names )
* Guidelines given by the Judge Chairperson during pre-festival meeting:

 judging guidelines

 Festival guidelines

 Sample certificate

 Nametags

**"What and Where" Documents and Supplies**

**for Festivals**

**Chairman's binder:**

* All Schedules
* All teacher requests
* Nearest psychiatrist's number!

**Supplies Needed**

* Signs
* Teacher envelopes
* Tape for signs
* Tally sheets for ribbon room
* Blank Certificates
* Lots of pens/pencils
* Binders for All