

**MWBA Checklist for Contest**

Contest Name  
Contest Contact Person  
Date of Contest

*please check*

**Things to be done to consider contest**

- Contract Signed
- Date Picked
- Size of Event
- Event Flier Updated
- Listed on Website
- Put on Facebook
- Team Sign up forms

**Cooking Sight Questions**

- Power
- Floor plan/Team Placement
- Bathrooms
- Trash
- Wash Facilities
- Fencing

**30 Days out**

- Determining Judges
- Start Contacting Judges
- Check on Promotion

**14 Days Out**

- Check on Meat Supply
- Review # of teams signed up
- Locate MWBA Judging pack

**48 Hours Out**

- Final Team Count
- Get Firm Meat Delivery

**24 Hours Out**

- Be on Site
- Review Times with Event
- Layout Cooking Spots

**Meats Cooked**

- Ribs
- Pork Butt
- Brisket
- Chicken
- Other
- mystery meat

**Things in MWBA**

- Supplies
- Laptop
- Printer
- Boxes,
- Towels
- Water
- Crackers
- Place Mats
- Score Cards
- Comment Cards
- Pens

**Day Of The Event**

- Oversee Meat Hand Out
- Inspect Cooking area
- Fire Ext.
- Sanitation
- Proper Meat
- Set up Judging area
- Hold Judges Meeting

**Cook Meetings**

- Thank Organizer
- Turn in Times
- Box Rules
- Where things at located
- Thank Everone
- Award Time