

SHOW CHAIR COMPETITION CHECKLIST

Four months prior to competition scheduled date, the following needs to be submitted:

1. Completed application must include:

- Signature of show chair and host chapter president
- Signed letter of commitment from a minimum of three ACF-certified judges
 - 1. _____
 - 2. _____
 - 3. _____
- Judges Protocol Letter (*simply states who is responsible for judges' transportation, meals, etc. It should also include an agenda, where judges will stay, stipends, etc*)
- \$400.00 Application Fee

2. After receiving all of the above, the Competition Coordinator will submit competition to Culinary Competition Committee Chair for approval and appointment of lead judge.

3. After receiving approval and lead judge appointment the Coordinator will notify the Show Chair and e-mail the following documents:

- Competitor Information Form (*must be filled out by each participant*)
- Medal Precompetition Order Form▪ Competition Score Sheets
- Show Chair/Lead Judge Evaluation Form▪ Competitor/Coach Critique of Judges

4. Upon approval the competition will be added to the ACF Web site and the next issue of NCR.

5. If you would like to order MEDALS and Certificates of Participation before your competition please do so at least ONE month before the competition. (Medals are not shipped until payment is received).

- ordered medals and certificates
- made 50% deposit payment.

6. AFTER the competition please submit the following to the Coordinator within ONE month:

- (a) Summary Score Sheets (include individual's name, score and award)
- (b) Lead Judge and Show Chair Evaluation Reports
- (c) Competitor Information Forms from each competitor
- (d) Unused medals and final payment (if balance due)
OR
- (e) Medal order and payment - medals ordered after a competition will not be sent until we receive the above (*score sheets, evaluation reports & info forms*)

PLEASE INCLUDE COMPETITION NAME AND DATE ON ALL CORRESPONDENCE