

IGRA Finals Royalty Competition Checklist

Rooms:

- Registration (Est. 2 Hr)
- Personal Interview Competition (Est. 8 Hr)
- Holding area for Contestants waiting for Personal Interview
- Western Wear/Public Presentation Ballroom
- Dressing Room
- Horsemanship Competition (Est. 2 Hr)
- Entertainment Competition Ballroom
- Dressing Room
- Step Downs and Mr/Ms/MsTer/Miss Announcement Ballroom
- Dressing Room

Judges Needs:

- Tables and Chairs (enough to accommodate 9 judges comfortably)
- Plenty of Water and Glasses
- Pens (Blue or Black)
- Blank Note Pads (9)
- Notebooks
 - 1) A Set of Score Sheets for each Contestant and each Category
 - 2) A Set of 5-Tab Dividers
 - 3) A Guideline for each Category
- Lights (evening competitions)

Auditors Needs:

- Table and 2 Chairs
- A minimum of 2 Calculators
- 2 - 3" Binders
- Lights (evening competitions)
- Pens (Blue or Black and one Red)
- Contestant Final Tally Sheets for each contestant
- Security (evening competitions)

Room Details:

- Registration:
 - 1) 3 Tables placed in "L" shape in front with Theatre style seating for 40
 - 2) Hangtags for contestants and IGRA Royalty
 - 3) Hangtag for contestants dresser for identification purposes only
 - 4) Contestant Waivers and AB Waiver
 - 5) Pens (black or blue)
 - 6) Containers for contestant number draw (8 containers)
 - 7) Trash cans
- Personal Interview:
 - 1) 3 Tables placed in "U" shape w/ 9 chairs placed in front
 - 2) Auditors Table and 2 chairs placed in back
 - 3) 5 Extra Chairs (1/contestant, 4/IGRA Royalty)
 - 4) Water and Glasses (Coffee optional)
 - 5) Trash Cans
 - 6) Lunch sponsor

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- Holding Room for Contestants during Personal Interview:
 - 1) Chairs and Tables to accommodate 40
 - 2) Trash Cans
 - 3) Water and Glasses
 - 4) Clothing Rack
- Horsemanship:
 - 1) 2 Long Tables and 1 short table placed end to end w/ 9 chairs facing the front wall. TV's and VCR placed in front of tables; and Chairs (enough for contestants, and guests if open to the public, approximately 20) placed Theatre style seating behind the judges.
 - 2) Auditors Table w/ 2 chairs
 - 3) 2 - TV 's
 - 4) VCR
 - 5) Video Tape-Tester to set Contrast
 - 6) Trash Cans
 - 7) Plenty of water and glasses (Coffee optional)
- Dressing Room:
 - 2) Mirrors (4-5 full length)
 - 3) Clothing Racks (3-4)
 - 4) Plenty of Water and Glasses
 - 5) Trash Cans
 - 6) Chairs & Tables placed around perimeter of room
 - 7) Security
- Entertainment:
 - 1) Sound check for contestants
 - 2) Clean CD (& Tape Players optional)
 - 3) Stop watch
- Ballroom: (Western Wear/Public Presentation/Entertainment)
 - 1) Stage, Podium w/light & Dance Floor, and Seating for audience
 - 2) Judges Tables (enough to sit 9 comfortably) and 9 chairs with lighting on tables
 - 3) Auditors Table with lighting on table and 2 Chairs
 - 4) Plenty of water and glasses for judges and auditors
 - 5) Security between auditors and judges tables
 - 6) Sound system & DJ (will need table and 2 chairs)
 - 7) Stage Lighting (preferably 2 spotlights)
 - 8) Stage Decorations
 - 9) Minimum of 2 cordless microphones & (1 headset microphone optional)
 - 10) Sponsors Banners
 - 11) Back stage communication system (optional)
 - 12) Portable Bars (at least 2 beer and 1 liquor)
- Crowning/Sashing:
 - 1) Mr/Ms/MsTer/Miss Royalty Buckles (IGRA Administrative Assistant Orders/International Sponsor provides [If no sponsor, Host Association pays])
 - 2) Crown (IGRA Administrative Assistant Orders/Host Association pays)
 - 3) 12 Royalty Sashes (Order from cutabovedesigns@alltel.net)
 - 4) Congeniality Plaque
 - 5) Flowers optional
 - 6) Table to display awards (remove judges & auditors tables)
 - 7) Sponsors Banners