KCBS Office Only:
Date Received _____
Date Verified _____

New Contest Organizer-in-Training Form

Please complete no later than 30 days prior to your contest and return this form to:
Attn: Sanctioning
Kansas City BBQ Society
2519 Madison Ave
Kansas City, MO 64108

_____ of the _____
Organizer-in-Training's name *Contest Name*
scheduled in _____, _____ on _____ trained at
City *State* *Date*
_____, in _____ on _____.
Name of Host Organizer's Contest *City* *State* *Date*

The organizer in training arrived Friday at _____ am/pm and was present until ____ am/pm on Saturday.

The above-named organizer observed and/or participated in and understands the following:	**Yes**	**No**
1. Need for a complete review of KCBS sanctioning packet and rules prior to contest.		
2. Benefits of organizer's early contact with cook teams, plus written and/or face-to-face invitations.		
3. Organizer's responsibility to contact and confirm participation by and instructions to cook teams and judges, including schedule of events, meeting and turn-in times, parking and/or other passes.		
4. Goody Bags for teams and judges (if provided) and schedule to distribute same.		
5. Plan the assignment of responsibilities for volunteers and the need for an adequate number of volunteers to ensure a successful contest.		
6. Marking cook team spaces, considering adequate space for cookers and RV sites, distance to judging area.		
7. Electric, water, and ice requirements for cook teams.		
8. Greeting and timely parking of cook teams as they arrive.		
9. Observed or participated in placing cook teams.		
10. Need for trash, ash, gray water (where appropriate), and grease receptacles for cook teams.		
11. Adequate number of trash cans for public and judging area, including removal of such.		
12. Meat inspection procedures and assignment of inspector.		
13. Requirements for judging area, including all necessary supplies, adequate space for computer needs, turn-in, disposal of excess product, restroom and hand washing facilities.		
14. KCBS required uniformed security for Friday evening and quiet time enforcement.		
15. Review of Organizer's and KCBS Contest Representatives' duties.		
16. Presentation of awards, including prep time, copy machine, money through five places in each meat category, plus other award or money as determined by organizer.		
17. Payment of any additional KCBS fees and reimbursement of Reps' expenses day of contest.		

Additional Comments *(use back of page if necessary):* _____
_____

_____ _____ _____
Host Contest Organizer ***Date*** ***KCBS Contest Representative***

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Kansas City Barbeque Society 11514 Hickman Mills Drive Kansas City, Missouri 64134
PHONE 816-765-5891 TOLL FREE 800-963-5227 FAX 816-765-5860 www.kcbs.us