

When people call inquiring about hosting a barbecue contest, the first question is always “Why do you want to have a contest?” If it is to make buckets of money the first year, you may be doomed to failure. If it is to promote community awareness, or for a charity, chances are much better. This is not a one-shot or a one-person deal. Start slowly, keep it simple, give yourself plenty of lead time, and think of it as a growing process, and you’ll be on the right track. Surround yourself with capable and dedicated volunteers that share your passion for the event, delegate, and let them do their job.

Is the contest in conjunction with an existing event? It is an attractive addition to a community/charitable festival with other activities. It is also a great main attraction with supporting activities (music, arts/crafts, car shows, children’s activities). It is food, family, friends, and fun. Giving the public a chance to sample world-class barbecue via competitor/vendors or tasting kits can be a great draw. (Be sure to co-ordinate with your local health department.)

To sanction or not to sanction?

The benefits of having a sanctioned BBQ contest are numerous. The three major sanctioning bodies are: IBCA (International Barbecue Cookers Assn.—primarily Texas), MIM (Memphis in May—primarily southeastern U.S., supports Memphis in May International Festival), and KCBS (Kansas City Barbeque Society—world’s largest organization of barbecue and grilling enthusiasts, 200 contests across the U.S. annually). A sanctioned contest offers the organizer (1) integrity, (2) experience, (3) a built in base of cooks and judges, and (4) a support system of other organizers and members. For the teams, it offers the assurance that a contest will be fairly adjudicated, the prize monies will be awarded as advertised, and that the rules will be followed. For the judges (who travel at their own time and expense) it gives them the chance to experience great barbecue and a slice of Americana they would otherwise not have the chance to enjoy. Some events start off non-sanctioned and work toward sanction. Generally, you will have more trust from the teams and success if you start off as a sanctioned event. A non-sanctioned event is not highly regarded, nor supported by teams if they are not aligned with a proven entity. Since this is a KCBS publication, we will deal with KCBS contests.

What is involved in having a KCBS sanctioned contest?

Select three or four dates (if possible). Call the KCBS office (1-800-963-KCBS(5227) to ensure there is no competing contest on that weekend.

Request a Sanctioning Packet.

READ IT CAREFULLY, noting your questions

Call or e-mail the KCBS with questions or for clarification

Apply for Sanction:

Requirements:

Application

Agree to abide by KCBS Rules & Regulations

Letter of guaranty of prize monies

Evidence of insurance showing KCBS Additional Named Insured

Agree to pay Sanction fees/expenses (submit minimum fee \$300 with application)

Agree to attend/work a contest or write detail plan
Agree to use the KCBS logo on all print/media materials relating to the contest
Agree to send contest results to teams within 10 days

The Board of Directors meets the second Wednesday of each month. It reviews applications and checks for conflicting dates (you may not have a contest within 50 miles of an existing contest on the same weekend.) After approval and receipt of the minimum sanction fee (\$300), your event will be listed in the official newspaper of the KCBS (*The Kansas City Bullsheet*), and on our web-site: www.kcbs.us free of charge. Additional advertising may be purchased to promote your contest.

The staff at KCBS is available to answer your questions, provide support and counsel, and share their extensive contest experience. It's often more about what not to do, than what to do. Once Contest Representatives are assigned, they are also available for guiding you on the path for a successful contest.

How much does KCBS Sanction cost?

Sanction fees are graduated based on the number of entries:

1 – 49 teams \$300 plus \$12 per team
50 + teams \$450 plus \$12 per team

Extra categories in addition to the KCBS basic four:
\$25 per category

Ancillary Contest that require additional contest set up:
\$100 per Event + \$25 per Category + \$5 per team

Kid's Q \$50

The above fees include judging plates, judging slips and computer

KCBS Representatives' Expenses (for out-of-town travel)
(Air fare + ground transportation and/or mileage at \$.44.5 per mile, receipts for actual costs of lodging and food)

Fees subject to change

Minimum Sanction fee \$300 is non-refundable unless your contest is not approved for sanctioning.

Balance of fees are due at the end of contest day, and the settlement check, along with any reimbursement due the Contest Rep, should be paid then as well.

In the event of cancellation by contest organizer, all previously paid expenses shall be non-refundable (and /or reimbursed to the Rep if prepaid).

In the event of cancellation of sanction by KCBS, previously paid expenses for sanction shall be refundable.

What do the Contest Reps do?

Contest Reps are on site throughout the contest process.

They:

- Visit and greet teams
- Number & dispense Judging Containers to Contestants
- Conduct Cooks Meeting
- Conduct Judge Meeting
- Conduct Table Captain's Meeting
- Supervise the Judging process to ensure Rules & Regulations are followed
- Supervise the Tabulation process
- Attend to the required paperwork: individual scores, reporting to KCBS, contest settlement, and much, much more

In short, Contest Reps ensure the integrity of your event. They are your mentor, sharing positive contest experiences. They can be your lifeline in mapping a successful event. If there is a scoring problem, rule interpretation dispute, or question about judging, your KCBS Contest Rep assumes responsibility.

OK, I'm approved for sanction! How do I build a successful event?

Hopefully, you've already started on this prior to sanction. Form a committee, outline duties, and delegate responsibility. If you take care of details in advance, there won't be major problems at your event.

Some major Committees with sub-sets might be:

Facilities: Site Selection, Contest Layout, Sanitation (portable toilets, refuse collection and disposal, grease disposal), Contestant Parking, Public Parking & Shuttle, Fire and/or First Aid, Traffic Flow, Electricity, Water, Hay & Ice, Entertainment, Security, Amplification system, Golf carts, Radios, Dispatch system, Emergency Preparedness.

Contestants: Recruitment, Communications, Team Greeting & Placement, Meat Inspection, Contestant Amenities (Dinner, Breakfast, Goody Bags, Ambassadors or Contestant Hosts), Ribbons & Trophies, Prize Monies Structure, Awards Ceremony.

Judging: Judging Area Layout, Set Up, Stocking, Clean Up, Recruitment, Communications, Judge Amenities.

Tabulation: Area, Data entry personnel, Runners from Judging Area to Tabulation area, personnel to assist in making contest result copies and collating.

Volunteers: Gate staff, Gate Receipt Counting & Accounting personnel, Merchandise purchase & sales, Music, Food & Beverage Sales, Clean Up, anywhere you need competent bodies to get things done.

Sponsorship: Recruit, Communications, Entertainment, Recognition

Ancillary events: Music, Car Show, Children's Activities and/or Kids Que, Arts & Crafts, Military Tribute, Vendor Exposition, Fireworks, Parade, Kick Off Party, Sponsor Party, etc.

How do I make my contest unique (and, therefore, successful)?

Each contest has its own signature, what makes it different and better than the next. It might be a giant purse, breath-taking location, a Barbecue Happening, making the attendees feel so welcome they must return, raising funds for a worthy charity. It's up to you and your committee to figure out your "hook" and direct your activities toward that goal.

Earning the trust of the cooking teams is tantamount. Attending other contests, meeting teams, handing them your contest flyer or application, talking with them, **listening to their wants and needs** will earn points. Observing other contests, paying attention to what works and what doesn't will also increase your success quotient. A first-time contest has one shot. If the teams and judges, and the public walk away with a good impression, they will tell their friends and sell your contest for you. If not, you'll most likely be free that weekend next year.

Attending the Contest Organizer's Roundtable in conjunction with the annual KCBS Awards Banquet is an invaluable way to glean information and guidance from experienced contest organizers. It is a four-hour, interactive exchange of ideas, formats, and forms among like-minded folks who share your goals—community awareness or charitable fundraising. In addition, The KCBS staff is always just a phone call away, as is your Contest Representative.

Communication is always important: Return phone calls and e-mails, communicate with teams, judges, vendors, and sponsors. Press Releases, media interviews and events get the word out to the public. Communicate with your committee and volunteers to build a sense of excitement, and crystallize the function of each area of responsibility. Follow up thanking all for their participation and advising them of the successes and areas for future growth, makes for a cohesive a positive operation.

For a first-year contest, it is felt that if you get 25 teams and break even that you were successful. This is a growing process. Our “Crown Jewel” contest, now in its 26th year, nets approximately \$350,000 for its not-for-profit endeavor. We welcome anyone to surpass this and become the new “Event to Beat”. Be open to sharing with others—it’s a big country! There’s room for many monster events.

I’ve (1) set the date, (2) applied for Sanction and approved, (3) paid the minimum sanction fee to be listed, (4) agreed to abide by KCBS Rules & Regulations, (5) furnish evidence of insurance, and (6) guaranteed the Purse. What else is required?

- Provide security at the contest site for the duration of the contest. Quiet time must be enforced.
- The required (4) categories to qualify for KCBS sanctioning (and the only categories to determine Grand and Reserve Grand Champion) are: Chicken, Pork Ribs (loin or spare), Pork (Boston Butt/Picnic/Whole Shoulder—weighing at least approximately 5 lbs.), and Beef Brisket.
 - Additional categories are available but do not count toward Grand Champion or Reserve Grand Champion. (Include Lamb, Turkey, Beef-other than brisket, Whole Animal, Sausage-not precooked, Miscellaneous (meat, fowl, game or seafood, steak and shellfish)
- Start judging no later than 1:00 p.m. (NOON in the most common start time).
- Allow at least thirty (30) minutes between judging times.
- Name a Grand Champion and Reserve Grand Champion. Name Category Champions at least five (5) places.
- Mail a complete set of contest results to contestants within ten (10) days of the event, **or** (preferred) make available at the contest, **or** post on the internet (through KCBS) **and** make available to cooking teams without internet access upon request.

SUGGESTIONS FOR A SUCCESSFUL CONTEST:

Mailings Prior to Contest

1. Mail packet to potential contestants containing letter of introduction to contest and entry form.
2. As entries are received, mail a letter of acknowledgement to contestants along with parking passes, if necessary, and any additional information about the contest (i.e. directions, entertainment schedule, etc.)
3. The *Kansas City Bullsheat* is a great source for mailings and advertising. Contact the KCBS office for pricing (1-800-963-5227 or kcbs@compuserve.com).

General Contest

1. Create a map of the contest area using numbers to demonstrate location of contestant spaces.
2. Have at least two (2) people to greet contestants upon arrival and show them to their assigned space.
3. Pre-mark judging containers with the contestant numbers (Contest Reps usually handle).
4. Have at least two (2) people available to hand out containers for judging. This must be completed two (2) hours prior to the start of the judging time. Most contests have their cook's meeting on Friday evening and hand the containers out at that time.
5. Have a First Aid Kit or First Aid Station available.
6. Have plenty of trash bags readily available for contestants. Have crew pick up trash throughout the contest.
7. Have access to a public address system.
8. Have ice available for sale to contestants.
9. Have sufficient portable toilets to accommodate contestants, judges, and public.

Contestant Packets

These are to be given to contestants as they arrive; they must contain:

1. Judging Times
2. Cooks Handbook
3. Time and place of Cook's Meeting
4. Location of water
5. Location of hot coal disposal, and grease disposal

They may contain:

1. Layout map and list of contestants by number
2. Schedule of events
3. Contest pins, hats, shirts, etc.
4. Location of electricity
5. Give-aways from sponsors
6. List of promotional items for sale
7. Location of portable toilets
8. Contestant ribbons

Judging Area

You are responsible for getting the judges and table captains for your event. Your contest will be listed in the *Kansas City Bullsheat* and on www.kcbs.us under Upcoming Events. Judges and table captains will call you asking to participate. Make sure you advise them of arrival time, check-in time, parking arrangements, etc. (co-ordinate this with Contest Representative. Arrange for personnel to check-in judges and table

captains, and to assist in seating arrangement. The judging area is off-limits to the general public during judging (press is allowed, but may not impede the judging process). If using a tent, please have materials available to cordon off the area, and to shield the view of judges from contestant turn-in to sample distribution.

Judging Area – People

1. Number of judges depends on the number of contestants. Plan on one (1) Judge per contestants, then round to the next number divisible by six.

EXAMPLE:

12 teams = 12 judges = 2 tables

23 teams = 24 judges = 4 tables

2. One (1) Table Captain per judging table
3. Persons may be needed to cover the following responsibilities, depending on the size of your contest. One or two computer operator(s) (check with your assigned KCBS Contest Representative), one or two people to check in entries.
4. KCBS Contest representative will assign number changes on containers

JUDGING AREA—MANDATORY

1. Sufficient tables and chairs for judging area
2. Saltine crackers, plastic utensils, toothpicks, napkins or paper towels. Wet naps (only after last category).
3. Bottled water on ice for judges.
4. Sharpened pencils for each judge and table captain.
5. Bread trays or commercial size sheet pans for contest entries (one per table)
6. Trash containers for each judging table

JUDGING AREA—OPTIONAL

1. Judges ribbons or wrist bands
2. Name tags for judges
3. Goodie Bags for Judges

AWARDS

1. Public address system
2. Trophies, ribbons, checks, etc. ready at designated awards time
3. Name a Grand Champion and Reserve Grand Champion
4. Award at least five (5) places in each category. KCBS suggests honorable mention for places 6 through 10 (small award/prize is preferable)
5. Prize monies (purse) MUST be paid as declared. Purse should be listed on application, advertising, etc.

SUGGESTED CONTEST TIME LINES

365 DAYS A YEAR

1. Promotion of contest
2. Recruit cooking teams
3. Recruit judges (certified/experienced)
4. Recruit sponsors

NOVEMBER PRIOR TO EVENT

Petition sanction from the Kansas City Barbeque Society (if established contest, Contest Confirmation needs to be e-mailed/faxed to KCBS office)

DECEMBER PRIOR TO EVENT

Notify barbeque publications of events dates, place and contact persons:

The Kansas City Bullsheet	National Barbecue News
11514 Hickman Mills Drive	PO Box 981
Kansas City, MO 64134	Douglas, GA 31533

6 MONTHS PRIOR TO EVENT

1. Order trophies, ribbons, awards, etc.
2. Start design (or update) contest entry forms
3. Arrange advertising and/or press releases in barbeque publications
4. Committee assignments

6 MONTHS TO 2 MONTHS PRIOR TO EVENT

1. Rooms reservations for KCBS Contest Reps (if applicable)
2. Arrange for room blocks for selected motels for judges/contestants
3. Re-confirm orders for trophies, ribbons, awards, etc.
4. Begin to line up logistical requirements
 - A. Commercial tent(s) reserved
 - B. Judging area supplies:
 - i. Bottled water
 - ii. Napkins
 - iii. Toothpicks
 - iv. Saltine crackers
 - v. Wet wipes
 - vi. Tables and table covers
 - vii. Adequate seating
 - C. Electricity for teams and Tabulation Area
 - D. Portable toilets
 - E. Water availability
 - F. Trash:
 - i. Trash cans and liners
 - ii. Dumpster
 - iii. Hot coal/ash disposal containers
 - iv. Grease disposal

- G. Ice: Bagged ice for sale to contestants
5. Re-confirm preparation of printed materials
 6. Line up amplification system

8 WEEKS PRIOR TO EVENT

1. Call for cooks—Mailing contest entry forms
2. Call for Judges/Table Captains-Make sure that judges commit, if not, go on to another. Use certified/experienced judges if possible (allow for 10-15% no shows)
3. Re-confirm all above

8 WEEKS TO 2 WEEKS PRIOR TO EVENT

PROMOTE! PROMOTE! PROMOTE!
RE-CONFIRM! RE-CONFIRM! RE-CONFIRM!

THREE WEEKS PRIOR TO EVENT

Mail Confirmation of cooks entry to all entered (should reach team no later than two (2) weeks prior to event. Items to be included:

Copy of KCBS Rules and Regulations (can be downloaded from web site or purchased from KCBS

Contest Schedule: Set up, events, turn-in times, awards time, exit schedule

Map and directions to contest site

Location of local grocery and warehouse stores

Other applicable information

Schedule of other local events

Nearby attractions

ONE WEEK PRIOR TO EVENT

1. Begin to assemble contest supplies to a secure central location or have individuals responsible for particular areas (i.e. judges tent, etc.)
2. Tie up any LOOSE ENDS
3. Advise trash and portable toilet vendors where equipment should be located
4. Display posters/awards locally to generate interest

WEDNESDAY PRIOR TO EVENT

1. Lay out and number cooking sites (traffic spray paint, etc.)
2. Map site (for your info, teams info, and KCBS Contest Reps)
3. Assemble cooks bags (goodie bags with info)

FRIDAY—THE DAY OF EVENT

1. Obtain cash for awards, checks, etc.
2. Re-check working order of sound system
3. Greeters: Two (2) on hand to greet and escort teams to assigned spaces (all day)
4. Meat inspector available to check meat. (Should be available all day, from the time teams start checking in)
5. Be alert for media presence and have escort available

FRIDAY EVENING—THIS MAY VARY

Cooks Meeting

- Organizer welcomes contestants
- Organizer may stress local regulations
- Organizer introduces KCBS Contest Representatives
- KCBS Contest Reps conduct the Cook's Meeting

FRIDAY EVENING QUIET TIME

1. Quiet Time is 11:00 p.m. - 7:00 a.m. Event Organizer may establish a different time due to entertainment, bands, etc.
2. You must have security on site during the duration of your contest. Quiet Time Rules & Regulations must be explained to your security personnel so they may enforce them. (They should have authority to eject violators, or to reach whomever is in charge and can do so. This is not the responsibility of the KCBS Contest Rep).

SATURDAY OF THE EVENT

1. Computer and computer supplies at side and in working order (if not provided by the Contest Representatives.
2. Judging area set up and supplies in place
3. Trophies, ribbons, awards on site
4. Sound system working
5. Awareness of media

SATURDAY 10:00 A.M.—JUDGES MEETING

1. Check in judges as they arrive on site
2. Welcome them at Judges Meeting
3. Introduce KCBS Contest Representatives
4. KCBS Representatives will explain judging procedures

NOTE: Judging area should be located in such a manner that teams do not have to walk through or around to turn in entries. A fence or other physical barrier should separate judges from the general public. The turn-in table(s) should not be visible to Judges .

SATURDAY 11:40 A.M.
Judges need to be in place

SATURDAY 11:55 A.M.—12:05 PM
Chicken category is turned in and judging begins

SATURDAY 12:25 PM—12:35 PM
Pork Rib category is turned in and judging begins

SATURDAY 12:55 PM—1:05 PM
Pork category is turned in and judging begins

SATURDAY 1:25 PM—1:35 PM

Brisket category is turned in and judging begins

SATURDAY 3:00 PM (or as set by Co-ordinator)

1. Awards ceremony
2. Media attention
3. Critique Sheets for cooks
4. Post or hand out Results and Individual Scores (if logistically feasible)

SATURDAY AFTER AWARDS

Settle expenses and balance of Sanction Fees with KCBS Contest Reps

Activities permitting, a brief conference with KCBS Contest Reps and Organizer to discuss successes and challenges, and set a time for further written/verbal feedback

MONDAY FOLLOWING CONTEST

1. Contest results and publicity to local media
2. Contest results to barbeque publications
3. KCBS Contest Reps will provide KCBS office with results
4. Pay any unpaid bills relating to contest
5. Prepare and mail results to teams (if not passed out after awards ceremony)
6. Thank you letters to sponsors and key volunteers
7. Contest story/recap and pictures to barbecue publications

START PROMOTING NEXT YEARS CONTEST!

Because every contest is different, this timeline is designed as a guide to tailor your own event. It has proven beneficial for many events. If you apply the principles to your event, we are confident that you will have a successful contest.

Remember that the cooks come first, pay attention to detail, and everything else will fall into place!

CONTEST COORDINATOR CHECKLIST

READ YOUR KCBS RULES AND REGULATIONS BOOK IN ITS ENTIRETY. Call the KCBS Office or your Contest Rep if you have questions. This guide will help you along the way.

FOR THE JUDGING AREA

_____ Computer & Printer

_____ Data entry person(s) with 10 key experience

_____ Secure and quiet area with 110 volt AC power.

SUPPLIES NEEDED FOR JUDGING

- _____ Sharpened Pencils
- _____ Bottled Water
- _____ Napkins or Paper Towels
- _____ Plastic utensils and toothpicks
- _____ Crackers
- _____ Trash containers with extra bags
- _____ Bread trays or commercial sheet pans (to transport samples)

JUDGES

- _____ Advised of time and place for check in
- _____ Sufficient quantity (one judge per team in multiples of 6—allow for 10-15% no shows)
- _____ Sufficient number of Table Captains (one per Judging Table)
- _____ Tables and chairs for all judges
- _____ Controlled, covered area for judges
- _____ Well defined policy on taking home leftovers

TURN-IN TABLE(S)

- _____ Tables in close proximity to Judging Area but out of view of Judges
- _____ Minimum of two volunteers to man turn-in tables
- _____ One or two volunteers to re-number boxes
- _____ Clock with correct time at turn-in table

COMMUNICATIONS WITH YOUR KCBS CONTEST REPRESENTATIVE

- _____ Minimum Sanction fee (\$300) (prepaid 90 days prior to contest)
- _____ Contest Rep air fare, rental car, hotel accommodations arranged and paid in advance (if applicable)
- _____ Rep provided with all details of your event: maps, parking instructions, other activities, layout of teams with space number, ancillary contests, turn in times, general schedule, etc.

COOKS/CONTESTANTS

- _____ Containers: 9 x 9 – non-sectioned white Styrofoam containers
- _____ Current KCBS Cooks Handbook
- _____ Official Meat Inspector(s) on site during check in
- _____ Electricity
- _____ Water
- _____ Ice available for sale
- _____ Ash/coal disposal

- _____ Grease disposal
- _____ Sufficient portable toilets and sanitation stations
- _____ Judging area centrally located to teams
- _____ Contestant spaces well marked, minimum 20' x 20'
- _____ Volunteers to greet and escort teams to their space
- _____ Contestant Packet with layout, turn in times, events, exit plan, and other late breaking information
- _____ Contestant "Goodie Bag"
- _____ Trash containers and bags near contestant spaces, and maintenance personnel to keep trash controlled

GENERAL

- _____ Strong committee and plenty of volunteers
- _____ Public Address system
- _____ Entertainment
- _____ Volunteers from crowd control, parking, gate, merchandise, ticket sales, money counters, accounting personnel
- _____ Staff to collect refuse and keep grounds
- _____ All required permits (Health Dept, Fire Marshall, City, County, etc.)
- _____ Event and Liability insurance (Evidence of insurance must be provided to KCBS as condition of Sanction)
- _____ Include KCBS logo in all promotional materials (advertising, applications, invitations, etc.)
- _____ Trophies, prize money ready to present
- _____ Photographer for publicity and pictures for follow up article in Kansas City Bullsheat and/or your web site
- _____ PR person to recap your event
- _____ Copy of all contest related materials to KCBS and to your Contest Rep

We value our KCBS Sanctioned Contests, and truly regard you as partners. We care deeply about the success of your event, keeping our teams and judges happy, and the performance of KCBS staff and Contest Reps. PLEASE contact us if there are ways we can better serve you and your event.

Carolyn, Stephanie & Sybilla
Your KCBS support staff

KANSAS CITY BARBEQUE SOCIETY
SANCTION REQUEST FORM

With this application, I/we hereby apply for a KCBS Sanctioned contest. I agree to:

1. Follow KCBS Rules & Regulations and Judging Procedures
2. Provide evidence of Insurance
3. Pay Sanction Fee and related expenses
4. Guarantee prize monies as published/advertised
5. Use KCBS logo on all contest materials after approved for Sanctioning
6. Attend and work a contest prior to mine, and/or write a detail contest plan

(KCBS agrees to fulfill duties as set forth in Sanction Packet)

Official Contest Name _____

Contest Location (City/State) _____

Event held in conjunction with _____

Contest dates _____

Contest Organizer _____

Contact
Person _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone (Day) _____ Evening _____

Fax _____ Mobile (optional) _____

E-mail address _____ Web site _____

How did you hear about KCBS? _____

The undersigned, officially representing the organization herein named, agrees to hold Kansas City Barbeque Society (KCBS), its Board of Directors, officers, volunteers, and their assigns harmless from any and all claims, suits or proceedings of any nature which may be brought against them on account of any injuries to the person or property received during or related to the above described event. The undersigned agrees to abide by all requirements and responsibilities for KCBS sanctioned events as stated in the sanctioning requirements. The undersigned agrees to execute the contest in accordance with KCBS Rules & Regulations, and pay all fees (sanction and advertising) as set forth.

Settlement of any disputes will be governed under the laws of the State of Missouri.

Organization Official _____ Date _____

Please mail form to KCBS, 11514 Hickman Mills Dr, KC, MO 64134

Or FAX: 816-765-5860

Or E-mail: kcbs@compuserve.com

Or E-mail: Carolyn@kcbs.us

Questions: call 1-800-963-KCBS (5227)

Kansas City: 816-765-5891

Sanction requests are reviewed at monthly Board of Directors Meeting that are held the 2nd Wednesday of each month. Sanction approval is at the discretion of the Board of Directors based on date availability, lead-time, strength of application and supporting materials, availability of Contest Representatives and other factors.

Minimum sanction fee of \$300 must accompany this application before sanction request is presented to the Board. If not approved, the fee will be refunded.