Art Memory Contest Director Checklist 2019-2020

QUESTIONS? CALL: ________________________________

Before Contest:
___ Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” Sign, 2 sets of answer sheets-Parts 1 & 2 (count these to ensure that there are enough for all contestants), pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
___ Open the sealed test packets WITH your Assistant Director(s) from different schools a few minutes prior to the beginning of the contest. Check for errors in printing and count tests. The pictures for display in Part 2 will be numbered 1 through 15. Check to make sure that the title and artist names on pictures are covered.
___ If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant’s name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:
___ ANNOUNCE to Contestants and Others Present Before the Room is Cleared: “Part 1 is a 30-item multiple choice/ true-false test. You will be given 15 minutes to take the Part 1 portion of the test. Part 2 will follow immediately. In Part 2, you will be allotted between 20 and 40 seconds to view each of 15 Art Memory pictures while writing the title and artist in the spaces provided. Note the rules for writing answers that are printed at the top of your answer sheets.”
___ ANNOUNCE to All Present: “The time and location of your 15-minute verification period will be at ___________ in room __________.” (Found at the top of your Contestant Roster.)
___ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room. IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
___ CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape it on the outside of the door.
___ Use roster to call roll and seat contestants as far apart as possible from others from their school.
___ On the second roll call, seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
___ ANNOUNCE: “Clear your area of everything but your pencil or pen and eraser.”
___ Shut the door. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.
___ Distribute answer sheets for both Part 1 and Part 2.
___ Using the ID numbers listed on the contest roster, call each contestant’s name instructing him/her to write these numbers and their grade levels in the spaces provided.
___ ANNOUNCE: “No talking or questions are allowed once the test begins. Disqualification may result.”
___ ANNOUNCE: "When you receive your test, do not open it until the start signal is given."
___ Distribute ID-labeled tests FACE UP by calling the contestants’ names and placing each labeled Part 1 test on the writing surface in front of the appropriate individual contestant.
___ ANNOUNCE: “All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet for Part 1. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded.”
___ Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.
___ ANNOUNCE: “As a reminder, you will have 15 minutes to complete this test. You may start,” and make a note of time. (Note test times above / consult contest rules to clarify.)
___ After 15 minutes have passed, ANNOUNCE: “Stop. Pencils down. You will be disqualified for not
following this directive.” Collect student answer sheets for Part 1 separately first, then collect tests.

_____ ANNOUNCE: “For Part 2, answers should be hand written or printed exactly in accordance to the official Art Memory list found on page 6 of the 2017-2019 Art Smart Bulletin, in order to receive full credit. You must remain in the room until time is up.”

_____ Display picture #1 for approximately 20 to 40 seconds, while contestants write the name of the painting and the artist in the spaces provided on their answer sheets.

_____ Display picture #2 for 20 to 40 seconds, and so on with each of the 15 pictures.

_____ Collect all answer sheets for Part 2.

_____ Dismiss Contestants.

After Contest:

_____ Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

_____ Complete the Contest Roster with ALL scores posted in PENCIL.

_____ Paperclip graded contestant answer sheets for Parts 1 and 2 to the tests/keys, whereby student names, and schools have already been provided with the Contestant ID labels.

_____ On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Patrol in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.

Assistant directors serve as graders and also serve in Verification.

_____ Determine how many awards will be necessary and pick these up in the Tab Room. Have tab room official check your contest roster & assist you in collecting your awards for presentation. • Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

_____ Meet contestants and ONE coach, parent OR adult from each school to review test with answer key. (Please make sure ONLY ONE adult attends this portion of the Verification/Awards Period with the contestant. Others may stand in the hall. Shut the door.) (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

_____ ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ or adults’ area during verification. Contestants may have their Art Smart Bulletins on hand to verify.”

_____ Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

_____ Open the door and allow interested people to enter the room for about 3 minutes.

_____ Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

_____ Mark all awards (ribbon or medal) that were not picked up during the awards ceremony.

_____ In the tab room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

Turn in to the Meet Director OR the Tab Room Designate:

1) Contest Evaluation Form, indicating absent workers and other concerns;

2) Contestant Rosters that have been completed in pencil;

3) Labeled unissued awards with student name, school name, city (Use light-beige masking tape or other label to identify unissued medals clearly.)

4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

Contest Director Signature
Calculator Applications Contest Director Checklist
2019-2020

QUESTIONS? CALL: __________________

Before Contest:
_____ Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” Sign, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
_____ Open the sealed test packet WITH your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors in printing and count tests.

At Contest Time:
_____ ANNOUNCE to Contestants and Others Present Before the Room is Cleared: “Contestants will have 30 minutes to answer 80 questions using one silent hand-held calculator of their choice that has been cleared of memory and turned to the OFF position.”
_____ ANNOUNCE to All Present: “The time and location of your 15-minute verification period will be _____ in room ______.” (Found at the top of your Contestant Roster)
_____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
_____ CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape it on the outside of the door.
_____ Use the roster to call roll and seat contestants as far apart as possible from others from their school.
_____ On the second roll call, seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
_____ ASK contestants again to clear desks while you shut the door. No other contestants may enter after the second roll call and the door has been shut.
_____ Ask contestants to clear the memory in their calculators and leave the "memory cleared" message on their calculators. Have Assistant Director assist you in going around to each contestant to make sure memory is clear on each calculator.
_____ ANNOUNCE: "Do not open test until the start signal is given."
_____ Distribute tests face-up.
_____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers, instructing them to write these numbers and their grade levels in the spaces provided on the front page of tests.
_____ ANNOUNCE: “No talking or questions are allowed when test begins.” Disqualification may result.
_____ ANNOUNCE: “You may write on your test, but only answers written in the answer spaces provided on the test will be graded. You must remain in your seat until time has expired.” Ask for questions regarding clarification. Contest rules will not be re-read to contestants.
_____ ANNOUNCE: “As a reminder, you will have 30 minutes to complete this test. You may start,” and
make a note of time here: ________

After exactly 30 minutes ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.”

Collect tests.

Dismiss Contestants.

After Contest:

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

Use the Calculator Grading resource page to assist with grading, where needed.

Complete the Contest Roster with ALL scores posted in PENCIL.

Have the Assistant Director help with attaching the contestant labels to the graded tests, matching with the contestant information on test papers. For substitutes at District, cross out the original contestant's name and hand write the substitute’s name on the label. For alternates at State, do not use the label – hand write the contestant's name, school, and city at the top of the cover sheet in the spaces provided. (ID labels contain the contestant’s name, school name, city, and grade level.)

Paperclip each graded contestant test and an answer key together.

On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Patrol in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.

Assistant directors serve as graders and as assistants in Verification.

Determine how many awards will be necessary, and pick these up in the Tab Room. Have tab room official check your contest roster and assist you in collecting your awards for presentation.

Verification & Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, cell phones, electronic devices, or any other items should be in students’ area during verification, including those with the adults.”

Address all questions and resolve all issues. Call the Tab room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, the final results will be entered from the completed Contestant Rosters that were completed in pencil. (VERY IMPORTANT THAT THESE BE ACCURATE)

Turn in to the Meet Director OR a Tab Room Designate (BE SURE TO KNOW WHO THIS IS):

1) Contest Evaluation Form, indicating absent workers and other concerns;

2) Contestant Rosters that have been completed in pencil;

3) Labeled unissued awards with student name, school name, city;

4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

Contest Director Signature
CREATIVE WRITING CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: __________________

Before Contest:

____ Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” Sign, enough prepared lined paper for each contestant to have at least 5 sheets, evaluation sheets for at least the number of contestants (count these to ensure that there are enough for all contestants and judges), paper clips, and ballots for the number of judges for the contest, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)

____ Open the sealed test packet containing prompt pages WITH your Assistant Director from a different school a few minutes before the contest is to begin. Check for printing errors and count prompts.

____ With the Assistant Director, place the contestant ID labels on the test prompt pages. (This also may be done by a tournament official prior to placing the prompts in the test packet.)

At Contest Time:

____ ANNOUNCE: “Contestants will have 30 minutes to write their stories using one or more of the picture prompts from the page of prompts that they will receive. You may pick up your children at approximately _______ (time and location).”

____ ANNOUNCE to All Present: “The time and location of your 15-minute VIEWING period will be _______ in room _______. The Awards will be presented immediately following the Viewing Period in room _______.” (Found at the top of your Contestant Roster)

____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound during testing.”

____ CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape it on the outside of the door.

____ Use the roster to call roll and seat contestants as far apart as possible from others from their school.

____ On the second roll call, seat substitutes who are taking the places of an absent entries from their schools. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list on the roster.)

____ ASK contestants again to clear desks of everything except for pencils and erasers while you shut the door. No other contestants may enter after the second roll call and the door has been shut, without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school if the student is dually entered in a speech contest.

____ Distribute 5 sheets of paper per contestant. (Contestants provide their own pencils and erasers.) Extra sheets MAY be distributed, but only as needed.

____ Distribute prompt pages with contestant labels placed at the top of the page. Have assistant help where needed to complete this important task. For substitutes at District, cross out the original contestant’s name and hand write the substitute’s name on the label. For alternates at State, do not use the label. Hand write the contestant’s name, school, and city at the top of the prompt page before giving it to the alternate.

____ Assist contestants in placing their ID numbers (found on their labels) and grade levels on each page of their writing in the spaces provided on each page.

____ ANNOUNCE: “Number your pages of writing in the upper right-hand corner of each page.”
____ Read aloud to contestants the information at the top of the prompt page.
____ Ask for questions regarding clarification for any reason.
____ ANNOUNCE: "No talking or questions after test begins."
____ ANNOUNCE: “As a reminder, you will have 30 minutes to write your story. You may start now.”
Make a note of time here: __________
____ ANNOUNCE: At the end of the 30-minute period say, “Stop.” Collect all writing prompt pages first
and hold them separately from the contestants' writing pages. Then collect all writing pages.
____ Paper clip only writing pages together per student as efficiently as possible in the collection process.
____ Dismiss Contestants.

After the Contest: (Please follow this sequential order)
____ Meet with judges at the designated time and place. Provide the prompts and sample comments to judges
in order to encourage constructive comments for young children. Have judges rank contestants to the
top 10 at each grade level (1st grade and 2nd grade). Ask all judges to initial their portions of the
evaluation sheet for each contestant. Judging may be initially with the ballots provided, followed by
collaboration, as needed, to arrive at the top 6 places for each grade level.
____ After judging the top 10 papers, pair the ID'd prompt pages with the contestants' writing pages.
____ Clip pages together with the prompt on top, followed by the judges' evaluation, then the student's story.
____ Post the top 10 rankings in pencil on your official roster for each grade level.
____ Go to the tab room or designated area to have your roster checked by a designated contest official.
____ Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place.
____ Have someone in the Tab Room make a photocopy of the 1st place story and evaluation for each grade
level. The Tab Room will retain the original story and evaluation to be considered for future publication
in the Ready Writing and Creative Writing Handbook. To keep the winning story a surprise, take the
original story to the Viewing Period to have the contestant view for up to 15 minutes. Then be sure to
exchange it after the viewing for the photocopied story only IF the stories are being released on the last
day of either District or State Meets (March 28 for District, or May 2 for State).
____ Meet contestants and ONE coach, parent, OR adult to review and view evaluations as to accuracy of
contestant ID number and evaluation to papers.
____ Distribute to contestants their writing papers with the prompt page and evaluation paper clipped. (Note:
As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind
you that an award must be completed with the name, school, and city for this absent person after verification is over.)
____ After viewing papers for about 15 minutes, take all components of the paper (prompt, evaluation and
student writing) UNLESS the tournament was held on the last day of District or the last day of State
Meet. (Release only if March 28 OR May 2).  Be sure to keep the original 1st place stories.
____ Present awards in this order: Qualifiers, then 6th to 1st place (Drape medals at State.)
____ Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

Turn in to the Meet Director:
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters & Ballots (A designated tab room official will use this information to type in
the results in Academic Meet Companion.)
3) Original 1st place writing paper with prompt and evaluation pages;
4) Labeled unissued awards with student name, school name, city;
5) Return all materials, packets, etc. to designated persons and places in the Tab Room

Thank you for your service!

Contest Director Signature
DICTIONARY SKILLS CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: __________________________

Before Contest:
____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests.
____ If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:
____ ANNOUNCE: “This is a 30-minute 30 multiple choice test. You may use a dictionary to take this test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.”
____ ANNOUNCE: “The time and location of your 15-minute verification period will be at _____ in room __________.” (Found at the top of your Contestant Roster)
____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room. If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.
____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
____ On the second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
____ For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label. Have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.
____ ANNOUNCE: “Clear your area of everything but one dictionary. You may also have a magnifying device, pen, pencil, and eraser.”
____ Shut the door. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.
____ Distribute answer sheets.
____ Using the ID numbers listed on the contestant roster, call each contestant’s name instructing him/her to write these numbers and their grade levels in the spaces provided.
____ ANNOUNCE: “No talking or questions allowed when test begins. Disqualification may result.”
____ ANNOUNCE: “When you receive your test, do not open it until the start signal is given.”
____ Distribute tests FACE UP by calling the contestants’ names and placing each labeled test on the writing surface in front of the individual contestant.
____ ANNOUNCE: “All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on
the answer sheet will be graded. You must remain in the room until time is up.”

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Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.

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ANNOUNCE: “As a reminder, you will have 30 minutes to complete this test. You may start.” (Make note of time.)

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Both Director and Assistant Director monitor contestants to ensure appropriate behavior is maintained throughout the testing period.

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ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.”

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Collect student answer sheets separately from tests and other materials.

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Dismiss contestants from the room.

**After Contest:**

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Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

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Paperclip graded contestant answer sheets and a key to individual contestants’ labeled tests.

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Complete the Contest Roster with ALL scores posted in PENCIL.

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On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant directors serve in Verification.

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Go to the tab room and have the meet director, or a designate, review your completed contest roster. You will be assisted in collecting your awards for presentation. *Do not write on ribbons.

**Verification & Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)**

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Meet contestants and ONE coach, parent OR adult from each school to review the contestant’s own test with answer key. All others are to stand in the hall. Shut the door. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

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ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification. Contestants MAY use their dictionaries in order to verify answers. The Merriam Webster Collegiate Dictionary, 11th Edition will be the only "official" source to verify answers.”

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Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

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Once questions are answered, open the door to allow interested people into the room for about 3 minutes.

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Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

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Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (Refer to your notes)

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Report to the Tab Room. Final results will be entered from the Roster that was completed in pencil.

**Turn in to the Meet Director OR Tab Room Designate:**

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

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Thank you for your service!

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Contest Director Signature
IMPROMPTU SPEAKING CONTEST DIRECTOR CHECKLIST  
2019 - 2020

QUESTIONS?? CALL: ______________________

Before Contest:

_____ Open and review “Materials” packet (Roster of Contestants, Instructions for Contest, “Quiet Please” sign, 30 Seconds Left lime green card, Speech Ranking Instructions, Speech Ranking Form, 1 or 3 sets of contestant labels, Speaker letter cards, Contest Evaluation Form, stop watch (or other timing device), and black pen with blue tape around barrel)

_____ IF DIRECTING A FINAL ROUND: Pick up in the tab room your Final Round Roster of Contestants approximately 30 minutes prior to the time of the final round.

_____ In the contest room, check in your Hall Monitor/2 Assistant Directors and judges.

_____ Have judges be seated in VARIOUS areas of the room that are not together.

_____ Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot, instructions, and evaluation sheets, issued in the tab room.)

_____ Invite audience into the contest room to the capacity of the room (audience is required), leaving seats for the number of contestants who will be seated in the room during and after their speeches, unless permission has been placed in writing on the roster that the contestant may leave after speaking.

At Contest Time:

_____ ANNOUNCE if preliminary round: “Preliminary round evaluation pick-up will be in room _____ at ______. At this time the announcement of the top ___ contestants advancing to finals will be made. Contestants should take their evaluations with them after this announcement.”

_____ ANNOUNCE if FINAL round: “Evaluation review and awards will take place at _____ in room ______.” (Time and Place Information Found at the Top of Your Contestant Roster)

_____ ANNOUNCE: “All cell phones and electronic devices must be turned off at this time. Disqualification must result if your phone makes any sound while testing is in progress. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Anyone who disrupts in any way during presentations may be required to leave the room. Infractions could cause contestant from offender’s school to be disqualified.”

_____ Give “Quiet Please” sign to your Assistant Director / Hall Monitor, or tape to door if Assistant absent.

_____ Use roster to call roll. DO NOT CHANGE THE ROSTER ORDER. Enter substitutions at District. (Substitution Form may be required at the District Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the competitor list provided.

_____ Give each student the letter card matching the letter assigned on the roster.

_____ Shut the door. No other contestants may enter thereafter without written permission from meet director.

_____ ANNOUNCE for all to hear, including judges: “Judging of this event is independent, and no collaboration among judges shall be permitted.”

_____ Call “Speaker A”. Instruct the speaker to hold up the letter card for the audience and judges to see.
Then collect the letter card from the speaker.

Have speaker A draw 3 topics from an envelope or drawing container. Give contestant 60 seconds to select one of the 3 topics and place the other 2 topics back into the envelope or drawing container.

ANNOUNCE TO SPEAKER A: "You will have 3 minutes to prepare your speech beginning now." (Paper must be brought by contestant, if used.) Contestants deliver their speeches without notes or props within a 5-minute period.

Read aloud to the audience and judges the title of the speech topic chosen by the contestant. Ask judges to write topic (or abbreviate) in the space provided on the ballots by the speaker letter (A,B,C, etc.).

Instruct Speaker A: "You may begin." Start the stopwatch (or other timing device) when the contestant says his/her first word.

When the student has spoken for 4 1/2 minutes, hold up the “30 Seconds Left” lime green card.

Once the contestant has spoken his/her last word, mark the time here: Speaker A _______; Speaker B _______; Speaker C _______; Speaker D _______; Speaker E _______; Speaker F _______; Speaker G _______; Speaker H _______; Speaker I _______. Allow judges time to complete their evaluations (about a minute).

Call "Speaker B"….follow the same steps for each speaker.

Dismiss contestants and audience once last speaker has finished. Ask judges to complete ballots.

After the Contest: (Please follow this sequential order)

Call Hall Monitor/Assistant Director into the contest room, and along with the other assistant, collect the judge(s)’ ballot(s) on which contestants are ranked (1 to ?) to the number of participants in the contest.

On each evaluation form, place a corresponding contestant label in the space provided.

(Note: With 3 judges, there are three evaluation forms and three contestant labels for each contestant.)

With the Assistant Director, complete Speech Ranking Sheet in BLACK pen using the judges' ballots. Refer to the "Ranking Procedure" as needed. You and the Assistant Director will then sign the Speech Ranking Sheet. **NOTE: Any changes to the ranking sheet require both Contest Director and Assistant Director initials next to the change.

On the Contest Evaluation Form space provided, write the name and/or school of anyone who was designated to serve but did not serve, or left prior to the end of the contest. (i.e. Hall Monitor or Judge)

Report to the Tab Room for the appropriate Tab Official to review the Speech Ranking Sheet. Pick up “Qualifier” awards, if provided & all other awards in the tab room/designated place.*Do not write on awards.

Meet contestants & ONE coach/parent/OR adult to review evaluations for accuracy of student letter & evaluation speech topic. Call Tab Room with any issues. Release ALL speech evaluations to contestants.

Present qualifier awards first, then announce those advancing, along with the time/location of FINALS.

Present final speech awards in this order: 6th to 1st place (Drape medals at State.)

Label any awards not picked up with contestant's name, school, and city

Return to tab room with any evaluation forms and awards not picked up.

Turn in to the Meet SPEECH Director: (Be sure to know who this person is.)

1) Contest Evaluation Form, indicating absent workers and other concerns;

2) Rosters & Ballots (Tabulation into Academic Meet Companion will be done with these pages);

3) Labeled unissued awards with student name, school name, city;

4) Return all materials, packets, etc. to designated persons and places in the Tab Room

Thank you for your service!

Contest Director Signature
INFORMATION SKILLS CONTEST DIRECTOR CHECKLIST

2019 - 2020

QUESTIONS? CALL: ____________________

Before Contest:

_____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)

_____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests.

At Contest Time:

_____ ANNOUNCE: “This is a 30-minute test. You may use a hand-held cell-phone or small iPad-type computer to take this test. Answers to questions must be written in the spaces provided on the tests. No additional paper will be permitted in your area.

_____ ANNOUNCE: “The time and location of your 15-minute verification period will be at _____ in room ______________.” (Found at the top of your Contestant Roster)

_____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.

_____ Use roster to call roll and seat contestants as far apart as possible from others from their school.

_____ On the second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)

_____ For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label. Have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

_____ ANNOUNCE: “Clear your area of everything but one computer device. You may also have a pen, pencil, and eraser. You will receive your test in a moment. DO NOT open the test until directions are given to begin.”

_____ Shut the door. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.

_____ Distribute tests FACE UP.

_____ Using the ID numbers listed on the contestant roster, call each contestant’s name instructing him/her to write these numbers and their grade levels in the spaces provided on the cover sheet of the test.

_____ ANNOUNCE: “No talking or questions allowed when test begins. Disqualification may result.”

_____ ANNOUNCE: “Contestants must remain in the room until time is up, UNLESS a directive has been given on the roster to dismiss an individual early.”

_____ Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.

_____ ANNOUNCE: “As a reminder, you will have 30 minutes to complete this test. YOU MAY BEGIN. (Make note of time.)

_____ Both Director and Assistant Director monitor contestants to ensure appropriate behavior is maintained throughout the testing period.

_____ ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.”

_____ Collect student tests.

_____ Dismiss contestants from the room.
After Contest:
____ Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.
____ After grading, place the Contestant ID label on the tests, matching ID numbers.
____ Paperclip a key to individual contestants’ labeled tests.
____ Complete the Contest Roster with ALL scores posted in PENCIL.
____ On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant directors serve in Verification.
____ Go to the tab room and have the meet director, or a designate, review your completed contest roster.
____ Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. *Do not write on ribbons.

Verification & Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)
____ Meet contestants and ONE coach, parent OR adult for each contestant to review the student’s own test with answer key. All others are to stand in the hall. Shut the door. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)
____ ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults' area during verification. Contestants MAY use their hand-held devices to verify answers.
____ Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).
____ Once questions are answered, open the door to allow interested people into the room for about 3 minutes.
____ Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)
____ Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)
____ Report to the Tab Room. Final results will be entered from the Roster that was completed in pencil.

Turn in to the Meet Director OR Tab Room Designate:
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

__________________________
Contest Director Signature
LISTENING SKILLS CONTEST DIRECTOR CHECKLIST

2019 - 2020

QUESTIONS? CALL: __________________________

Before Contest:

____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)

____ Check out CD player from the tab room. At District, follow the District Director's instruction for being issued a CD player. At State, report to the Tab Room at least 30 minutes prior to the contest to be issued a CD player.

____ In the contest room, open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests. Before the students are allowed to come into the testing room, test the CD to ensure both the player and CD are working properly.

____ If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided. (Labels include the contestant’s name, school, city, and ID number.)

At Contest Time:

____ ANNOUNCE: “You will listen and take notes using your own paper on a passage you will hear on CD or other technology sound system. After hearing the CD passage, you may use your notes to take this 7-minute, 30 multiple choice/true-false item test. When you receive your answer sheets, note the rules for writing answers that are printed at the top. Contestants must provide their own clean note paper and writing tools (pen or pencil, eraser)”

____ ANNOUNCE: “The time and location of your 15-minute verification period will be ______ in room __________.” (Information found at the top of your Contestant Roster)

____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”

____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.

____ Use roster to call roll and seat contestants as far apart as possible from others from their school.

____ On second roll call, seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)

____ ASK contestants again to clear desks of everything but their pencils, two pieces of paper on which to take notes, and erasers while you shut the door. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.

____ Distribute Answer Sheets.

____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers, instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet.

____ ANNOUNCE: “You may use this sheet as a cover as you take notes on your clean paper while the Listening passage is being played.”

____ Begin playing the Listening Skills passage on the CD player. (Contestants will take notes on their clean paper while the passage is being heard.)

____ Immediately following the hearing of the Listening passage, ANNOUNCE: "Do not open test until the start signal is given."
Distribute tests with the cover sheet FACE UP.

ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.

ANNOUNCE: “All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”

Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.

ANNOUNCE: “As a reminder, you will have 7 minutes to complete this test. You may start,” and make a note of time. (Provide exactly 7 minutes for contestants to answer the test questions.)

ANNOUNCE: “Stop. Pencils/Pens down. You will be disqualified for not following this directive.”

Collect contestant answer sheets separately first, then collect all tests and note paper.

Dismiss contestants from the room.

After Contest:

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

Paperclip graded contestant answer sheets to tests with a key, whereby contestants have provided their names, ID numbers, school names, and cities.

Complete the Contest Roster with ALL scores posted in PENCIL.

On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant directors serve as graders, and they also serve in Verification.

Go to the tab room and have the meet director or a designate review your completed contest roster.

Determine how many awards will be necessary. After a designated tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation.

• Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and ONE coach, parent OR adult from each school to review the contestant’s own test with answer key. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults' area during verification.”

Address all questions and resolve all issues. Call the Tab Room with any issues. After 15 minutes have passed, collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

Turn in to the Meet Director:

1) Contest Evaluation Form, indicating absent workers and other concerns;

2) Contestant Rosters that have been completed in pencil;

3) Labeled unissued awards with student name, school name, city;

4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

Contest Director Signature
MAPS, GRAPHS & CHARTS CONTEST DIRECTOR CHECKLIST  
2019 - 2020

QUESTIONS? CALL: ________________

Before Contest:
____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors in printing and count tests.
____ If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:
____ ANNOUNCE: “This is a 30-minute 50 multiple choice test for grades 4 and 5, OR a 30-minute 75-item multiple choice test for grades 6, 7 and 8. You may use a world atlas to take this test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.”
____ ANNOUNCE: “The time and location of your 15-minute verification period will be at ______ in room ____________.” (Information found at the top of your Contestant Roster)
____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.
____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
____ On second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
____ ASK contestants again to clear desks of everything but their one atlas, ruler, magnifying device, pen, pencil, and eraser while you shut the door. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.
____ As students prepare to receive tests, you and your assistant will do a quick check of atlases to make sure none have any writing or extra pieces of paper in them. Atlases may be color tabbed only (no writing on tabs), and they may have the student’s name and school name on them.
____ Distribute answer sheets.
____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers), instructing them to write these numbers and their grade levels in the spaces provided.
____ ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.
____ ANNOUNCE: “Do not open test until the start signal is given.”
____ Distribute the labeled tests with the cover sheet FACE UP to the appropriate contestant.
____ ANNOUNCE: “All answers must be in PRINTED CAPITAL letters in the spaces provided on the
answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”

Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.

ANNOUNCE: “Start,” and make a note of time. (Note test times above / consult contest rules to clarify.)

ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.” Collect student answer sheets separately from tests and other materials.

Dismiss contestants from the room.

After Contest:

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

Paperclip graded contestant answer sheets to tests with a key, whereby contestants have provided their names, school names, and cities.

Complete the Contest Roster with ALL scores posted in PENCIL.

On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant directors serve in Verification.

Go to the tab room and have the meet director or a designate review your completed contest roster.

Determine how many awards will be necessary. After the appropriate tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. • Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and ONE coach, parent OR adult from each school to review test with answer key.

(Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification.” Contestants should have their world atlas, in order to verify answers. The Nystrom Desk Atlas (2018 or newer) will be the only "official" sources to verify answers.

Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, present your Roster of Contestants completed with all test scores posted in pencil to the person designated to receive these official results. (Be sure to know who this person is.)

Turn in to the Meet Director:
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

Contest Director Signature
MATHEMATICS CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: ____________________________

Before Contest:

____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)

____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests.

____ If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant's name and hand write the substitute's name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:

____ ANNOUNCE: “30 minutes are allotted to take the Mathematics Test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.”

____ ANNOUNCE: “The time and location of your 15-minute verification period will be ______ in room ________.” (Information found at the top of your Contestant Roster)

____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”

____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.

____ Use roster to call roll and seat contestants as far apart as possible from others from their school.

____ On the second roll call, seat substitutes who are taking the place of an absent entry from their school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)

____ ASK contestants again to clear desks of everything but their pencil (or pen), and erasers, while you shut the door. Contestants must provide their own pencils and erasers. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.

____ Distribute answer sheets.

____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers) instructing them to write these numbers and their grade levels in the spaces provided on the answer sheet.

____ ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.

____ ANNOUNCE: "Please do not open test until the start signal is given."

____ Distribute labeled tests with the cover sheet FACE UP to the appropriate contestants.

____ ANNOUNCE: “You have 30 minutes to take this test. All answers must be in PRINTED
CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”

Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.

ANNOUNCE: “As a reminder, you will have 30 minutes to complete this test. You may start,” and make a note of time.

After 30 minutes ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.” Collect student answer sheets separately from the tests.

Dismiss contestants from the contest room.

After Contest:

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

Paperclip graded contestant answer sheets to tests, whereby contestants have provided their names, school names, and cities, in addition to their contestant ID numbers. Clip together with a copy of the key.

Complete the Contest Roster with ALL scores posted in PENCIL.

On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant Directors serve in Verification.

Go to the tab room and have the meet director or a designate review your completed contest roster.

Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. • Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and ONE coach, parent OR adult from each school to review tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification.”

Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, the final results will be entered from the completed Contestant Rosters that were completed in pencil. (VERY IMPORTANT THAT THESE BE ACCURATE)

Turn in to the Meet Director OR a Tab Room Designate (BE SURE TO KNOW WHO THIS IS):
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

Contest Director Signature
MODERN ORATORY CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS?? CALL: ____________________

Before Contest:

_____ Open and review “Materials” packet (Roster of Contestants, Instructions for Contest, “Quiet Please” sign, 30 Seconds Left lime green card, Speech Ranking Instructions, Speech Ranking Form, 3 sets of contestant labels, Contest Evaluation Form, and black pen with blue tape around barrel)

_____ IF DIRECTING A FINAL ROUND: Pick up in the tab room your Final Round Roster of Contestants and materials packet approximately 30 minutes prior to the time of the final round.

_____ In the contest room, check in your Hall Monitor/Assistant Director and judges.

_____ Have judges be seated in VARIOUS areas of the room that are NOT together.

_____ Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot and evaluation sheets, issued in the tab room.)

_____ Invite people into the contest room to the capacity of the room (audience is required). Contestants must NOT be seated in the room either during or after their speeches. A holding area OR the hall must be provided for them to wait until each is called individually to speak and is returned to this location after speaking.

At Contest Time:

_____ ANNOUNCE if preliminary round: "Preliminary round evaluation pick-up will be in room _____ at ______. At this time the announcement of the top ____ contestants advancing to finals will be made. Contestants should take their evaluations with them from this viewing period following this announcement." (Information found at the top of your Contestant Roster)

_____ ANNOUNCE if FINAL round: “Evaluation review and awards will take place at ______ in room ______.”

_____ ANNOUNCE: “At this time, all cell phones and electronic devices must be turned off. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Anyone who disrupts in any way during presentations may be required to leave the room. Infractions could cause contestant from offender’s school to be disqualified.”

_____ Give “Quiet Please” sign to hall monitor or tape to door

_____ Use roster to call roll. DO NOT CHANGE THE SPEAKER ORDER. Enter substitutions at District. (Substitution Form may be required at the District Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the roster competitor list provided.

_____ Give each student the letter card matching the letter assigned on the roster.

_____ Shut the door. No other contestants may enter thereafter without written permission from meet director.
ANNOUNCE for all to hear, including judges: “Judging of this event is independent, and no collaboration among judges shall be permitted.”

Call "Speaker A". Instruct the speaker to hold up the letter card for the audience and judges to see. Then collect the card from the speaker.

Ask judges to abbreviate topic in the space provided on their ballots by the speaker number.

Direct the contestant to begin speaking. Begin timing with the first word spoken. Only use the stopwatch function of the timing device being used, not the timer function.

When the student has spoken for 5 1/2 minutes, hold up the “30 Seconds Left" lime green card.

Once the contestant has spoken his/her last word, mark the time here: Speaker A ________; Speaker B ________; Speaker C ________; Speaker D ________; Speaker E ________; Speaker F ________; Speaker G ________; Speaker H ________; Speaker I ________.

Allow judges about a minute to complete their evaluations after each speaker.

Call "Speaker B"…follow the same steps for each speaker.

After the Contest: (Please follow this sequential order)

Call Hall Monitor/Assistant Director into the contest room to assist in collecting the judge(s)’ ballot(s) ranking of each contestant by number and all evaluations

On each evaluation form, place a corresponding contestant label in the space provided. (Reminder: With 3 judges, there will be 3 evaluation forms and 3 contestant labels for each contestant.)

With the Assistant Director, complete the Speech Ranking Sheet in BLACK pen using the judges' ballots. Refer to the "Ranking Procedure" as needed. You and the Assistant Director will then sign the Speech Ranking Sheet. **NOTE: Any changes to the ranking sheet require both Contest Director and Assistant Director initials next to the change.

On the Contest Evaluation Form space provided, write the name and/or school of the person who was designated to serve as hall monitor or judge, but did not serve, or left prior to the end of the contest.

Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place. *Do not write on awards.

Meet contestants & ONE coach/parent/OR adult to review evaluations for accuracy of student letter & evaluation speech topic. Call Tab Room with any issues. Release ALL speech evaluations to contestants.

Present qualifier awards first, then announce those advancing, along with the time/location of FINALS.

Present final speech awards in this order: 6th to 1st place (Drape medals at State.)

Label any awards not picked up with contestant's name, school, and city.

Return to tab room with any evaluation forms and awards not picked up.

Turn in to the Meet SPEECH Director:
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Rosters & Ballots (to be used to verify rankings and post on Academic Meet Companion)
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room

Thank you for your service!

Contest Director Signature
MUSIC MEMORY CONTEST DIRECTOR CHECKLIST

2019 - 2020

QUESTIONS? CALL: ______________________

Before Contest:

_____ Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, contestant labels, “Quiet Please” Sign, 2 sets of answer sheets-Parts 1 & 2 (count these to ensure that there are enough for all contestants), pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)

_____ Obtain CD player. At District, follow the District Director's instruction for being issued a CD player. At State, report to the Tab Room at least 30 minutes prior to the contest to be issued a CD player.

_____ Open the sealed test packet WITH your Assistant Director(s) from different schools a few minutes prior to the beginning of the contest. Check for errors in printing and count tests. Before the students are allowed to come into the testing room, test to ensure both the player and CD are working properly.

_____ If contestant labels have not yet been placed on the objective tests, complete this task. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, Instead, have the verified alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:

_____ ANNOUNCE to Contestants and Others Present Before the Room is Cleared: “Part 1 is a 20-item multiple choice. You will be given 10 minutes to take the Part 1 portion of the test. Part 2 will follow immediately. In Part 2 for Grades 3/4 and 5/6, you will be allotted between 10 to 15 seconds to hear on CD or other technology device each of 16 Music Memory pieces, plus 4 additional variations of these pieces while writing the title and composer in the spaces provided. Note the reminder rules for writing answers that are printed at the top of your answer sheets. For the grade 7/8 contest, 20 pieces will be tested, plus 5 variations of these pieces.”

_____ ANNOUNCE to All Present: “The time and location of your 15-minute verification period will be at _____ in room ___________.” (Information found at the top of your Contestant Roster)

_____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”

_____ CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape it on the outside of the door.

_____ Use roster to call roll and seat contestants as far apart as possible from others from their school.

_____ On the second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)

_____ ASK contestants again to clear desks while you shut the door. No other contestants may enter after the second roll call and the door has been shut, without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school if the student is dually entered in a speech contest.

_____ Distribute answer sheets for both Part 1 and Part 2.

_____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers) instructing them to write these numbers and their grade levels in the spaces provided on both of the answer sheets.

_____ ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.

_____ ANNOUNCE: “Do not open test until the start signal is given.”

_____ Distribute tests with the cover sheet FACE UP. Have the Assistant Director help with attaching the contestant labels to the top of the test cover sheet. For substitutes at District, cross out the original contestant's name and hand write the substitutes' name on the label. For alternates at State, write
information in the spaces provided.

ANNOUNCE: “All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet for Part 1. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. For Part 2, answers should be handwritten or printed exactly in accordance to the PSIA Official Music Memory list, in order to receive full credit. You must remain in the room until time is up.”

Ask for questions regarding clarification. Contest rules will not be re-read to contestants.

ANNOUNCE: “As a reminder, you will have 10 minutes to complete the Part 1 test. You may start,” and make a note of time. (Note test times above / consult contest rules to clarify.)

After 10 minutes ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.” Collect student Part 1 answer sheets separately first, then collect tests.

Once Part 1 is collected, begin Part 2 by playing the CD.

Once all music pieces have finished, collect the student Part 2 answer sheets.

Dismiss Contestants.

After Contest:

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

Complete the Contest Roster with ALL scores posted in PENCIL.

Paperclip graded contestant answer sheets to the tests/keys, whereby student names & schools have already been provided.

On the Contest Evaluation Form space provided, write the names and/or schools and cities of persons who were scheduled to Assist, Monitor, Grade, or Hall Patrol in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director.

Assistant directors serve in Verification.

Determine how many awards will be necessary, and pick these up in the Tab Room. Have tab room official check your contest roster and assist you in collecting your awards for presentation. * Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification.

Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, the final results will be entered from the completed Contestant Rosters that were completed in pencil. (VERY IMPORTANT THAT THESE BE ACCURATE)

Turn in to the Meet Director OR a Tab Room Designate (BE SURE TO KNOW WHO THIS IS):
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

_______________________________
Contest Director Signature
NUMBER SENSE CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: ____________________

Before Contest:
_____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, ink pens (red, green, and another color that is not blue (perhaps purple), pencil with blue tape, paper clips, Contest Evaluation Form)
_____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests.

At Contest Time:
_____ ANNOUNCE: “This is a 10-minute mental math contest. Answers ONLY must be placed in the spaces provided on the test in blue ink. Additional marks on test will constitute a disqualification.”
_____ ANNOUNCE: “The time and location of your 15-minute verification period will be in room _____________.” (Information found on your Contestant Roster)
_____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room. IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
_____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.
_____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
_____ On the second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
_____ ASK contestants again to clear desks of everything but their BLUE ink pens, while you shut the door. No other contestants may enter after door is shut.
_____ ANNOUNCE: “No talking or questions are allowed once the test begins. Do not open the test booklet until the start signal is given. Disqualification may result.”
_____ Distribute tests with the cover sheet FACE UP. Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers) instructing them to write these numbers and their grade levels in the spaces provided. Remind contestants to NOT write their names and schools on the test cover.
_____ ANNOUNCE: “You have 10 minutes to take this test. You must remain in the room until time is up.”
_____ Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.
_____ ANNOUNCE: “Start,” and make a note of time.
_____ After exactly 10 minutes, ANNOUNCE: “Stop. Pens down. You will be disqualified for not following this directive.”
_____ Collect tests.
_____ Dismiss contestants.
After Contest:

_____ Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink, which is NOT blue.

_____ Complete the Contest Roster with ALL scores posted in PENCIL.

_____ On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant directors serve in Grading and Verification.

_____ Using the contestant ID #, attach the contestant label to its correct test cover. If needed, have the Assistant Director help with this very important task.

_____ Go to the tab room and have the meet director or a designate review your completed contest roster.

_____ Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. • Do not write on ribbons.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

_____ Meet contestants and ONE coach, parent OR adult from each school to review tests with answer keys.

(Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

_____ ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification.”

_____ Address all questions and resolve all issues. Call the Tab Room with any issues. Collect all tests, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).

_____ Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

_____ Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

_____ Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

_____ In tab room, provide the COMPLETED Contestant Roster to the designated person to receive it.

Turn in to the Meet Director:

1) Contest Evaluation Form, indicating absent workers and other concerns;

2) Contestant Rosters that have been completed in pencil;

3) Labeled unissued awards with student name, school name, city;

4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

________________________

Contest Director Signature
ON-SITE DRAWING CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: ____________________

Before Contest:
____ Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” Sign, 4 pencils (one with blue tape), paper clips, 14” x 17,” 12” x 18, or other standard drawing paper (enough for the number of students indicated on your contest roster, plus a few extra), judging ballots (one for each of 3 judges, plus an extra), student evaluations sheets for the number of contestants in the contest, plus a couple extra, 1st through 6th place paper ranking marker tags, 4 Honorable Mention paper ranking marker tags, contestant labels, and Contest Evaluation Form)

At Contest Time:
____ ANNOUNCE: "Contestants will have 45 minutes to draw their interpretation of the composite still life display that I will uncover as the contest begins. Each of you will receive one piece of drawing paper with your ID information in the upper right-hand corner. You will draw with any approved media or combined media that you have brought into the contest room. Media must not require water, oil, or a paintbrush. No rulers or mechanical drawing instruments are allowed.”
____ ANNOUNCE to All Present: “The time and location of your 15-minute VIEWING period will be ______ in room ________. The Awards will be presented immediately following the Viewing Period in room ________.” (Information found on your Contestant Roster)
____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
____ CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape it on the outside of the door.
____ Use roster to call roll and seat contestants as far apart as possible from others from their school. Place the ID label on the back of each contestant’s drawing paper as you hand them their paper individually while calling roll.
____ On the second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list. Be sure to correct the label for the contestant’s drawing paper.)
____ ASK contestants again to clear desks while you shut the door. No other contestants may enter after the second roll call and the door has been shut, without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school if the student is dually entered in a speech contest.
____ Distribute drawing paper.
____ Call contestants’ names again, asking them to place their Contestant ID numbers and grade levels on the left side of the back of their drawing paper, then turn the paper over in order to begin drawing.
____ Ask for questions regarding clarification for any reason.
____ ANNOUNCE: "No talking or questions after test begins."
____ ANNOUNCE: “Start,” and make a note of time.
After 45 minutes, ANNOUNCE: “Stop.” Have students collect their media and anything left in any other place in the room. Leave drawings exactly where the students have been sitting face up.

Dismiss Contestants.

After the Contest: (Please follow this sequential order)

Meet with your lead judge in the contest room (presuming that only one grade level is being judged). Provide judge with evaluation sheets for each contestant and a pencil, if needed.

Have the lead judge rank contestants to the top 10 for that grade level using the ballot provided in your packet. Note that this is preliminary judging.

Have judge meet with the other two judges who are lead judges in the other 2 grade levels of this contest.

Remind the team of judges that they are now to rank the grade level drawings 1st through 6th, with an optional 4 Honorable Mention awards.

Assist judges in tagging the top 10 drawings at each grade level with the paper RANKING tags.

Post the top 10 rankings from each grade level in pencil on your official roster for each grade level.

Go to the tab room or designated area to have your roster checked by a designated contest official.

Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place.

Viewing and Awards:

Meet contestants and optionally ONE coach, parent OR adult from each school to review the contestant's own drawings.

Have lead judge comment on the selection process.

Remind students that the top 3 drawings at each grade level are to be displayed in _______ until about 3:00 p.m.

All other drawings should be taken by the contestants or their adult representative.

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Viewing room at State.)

Present awards by presenting Honorable Mention recognition (awards optional) first, then 6th to 1st place (Drape medals at State.) (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

AT STATE, USE WIPES PROVIDED TO CLEAN MESSY SURFACES.

Turn in to the Meet Director:

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters & Ballots (A designated tab room official will use this information to type in the results in Academic Meet Companion.)
3) Labeled unissued awards and drawings with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room
5) Top 3 drawings to be displayed. Assist with the display in the location designated by District or State Director

Thank you for your service!

Contest Director Signature
POETRY INTERPRETATION CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS?? CALL: ______________________

Before Contest:

_____ Open and review “Materials” packet (Roster of Contestants, Instructions for Contest, “Quiet Please” sign, 30 Seconds Left lime green card, Speech Ranking Instructions, Speech Ranking Form, 1 or 3 sets of contestant labels, Speaker letter cards, Contest Evaluation Form, stop watch (or other timing device), and black pen with blue tape around barrel)

_____ IF DIRECTING A FINAL ROUND: Pick up in the tab room your Final Round Roster of Contestants approximately 30 minutes prior to the time of the final round.

_____ In the contest room, check in your Hall Monitor/Assistant Director and judges.

_____ Have judges be seated in VARIOUS areas of the room that are not together.

_____ Instruct the judges to sign and print their names on the ballot and evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot and evaluation sheets, issued in the tab room.)

_____ Invite people into the contest room to the capacity of the room (An audience is required). Contestants will be seated in the room either during and/or after their speeches. Provide spaces for contestants in the room. A student may leave the contest room if permission has been placed in writing on the roster that the contestant may depart after speaking.

At Contest Time:

_____ ANNOUNCE if preliminary round: "Preliminary round evaluation pick-up will be in room ________ at ________ p.m. At this time the announcement of the top ___ contestants advancing to finals will be made. Contestants should take their evaluations with them from this viewing period following this announcement." (Information found at the top of your Contestant Roster)

_____ ANNOUNCE if FINAL round: “Evaluation review and awards will take place at ______ p.m. in room _________.”

_____ ANNOUNCE: “At this time, all cell phones and electronic devices must be turned off. All audience members must remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room, except in the case of an emergency, during contest, except for those who are so indicated on the roster to be approved for late entry or early dismissal. No head or hand signals, or any other communication, may be directed from audience members to performing students. Anyone who disrupts in any way during presentations may be required to leave the room. Infractions could cause contestant from offender’s school to be disqualified.”

_____ Give “Quiet Please” sign to hall monitor or tape to door (If you have any judges who may have any connection whatsoever with any school in the contest, have them step outside in the hall prior to roll call.)

_____ Use roster to call roll. Enter substitutions at District. (Substitution Form may be required at the District Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates whose names are listed on the Alternate Roster found under the competitor list provided.

_____ Give each student the letter card matching the letter assigned on the roster.

_____ Check documentation as roll is being called. POETRY documentation should include either the actual source from which the POETRY work is taken, with words within the source that indicate that the work is POETRY (Contestant should point these specifics out to the contest director); photocopied pages from
printed or internet sources that provide identifiers that may include any of these words: verse, poem, poetic, hymn, blank verse, couplets, pentameter, meter, epic, lyric, ballad, sonnet, free verse, stanza limerick, ode, rhyming, haiku, or any other labeling of a POETRY work. If documentation is questioned, call the tab room for clearance. If the documentation is unacceptable or not provided, make note of this factor by the contestant's name on the roster, but please do not announce this to the audience. Have the student speak in the assigned order. **DO NOT CHANGE THE ROSTER SPEAKING ORDER.**

Shut the door. No other contestants may enter thereafter without written permission from meet director.

Have students present speeches **in the order designated on the roster** before the judge or panel of three judges. **Remind judges that their rankings are independent.**

Call "Speaker A." Instruct the speaker to hold up the letter card for the audience and judges to see. Then collect the letter card from the speaker.

Start the stop watch (or other timing device) when the contestant says his/her first word. Only use the stopwatch function of the timing device being used, not the timer function.

When the student has spoken for 5 1/2 minutes, hold up the “30 Seconds Left” lime green card.

Once the contestant has spoken his/her last word, mark the time here: Speaker A ________; Speaker B ________; Speaker C ________; Speaker D ________; Speaker E ________; Speaker F ________; Speaker G ________; Speaker H ________; Speaker I ________.

Allow judges time to complete their evaluations.

Call "Speaker B"...follow the same steps from above for each speaker.

Dismiss contestants and audience after the last speaker is finished.

**After the Contest: (Please follow this sequential order)**

Call Hall Monitor/Assistant Director into the contest room to assist in collecting the judge(s)’ ballot(s), on which rankings of each contestant are provided, along with judges’ evaluations of contestants.

On each evaluation form, place a corresponding contestant label in the space provided.

(Reminder: With 3 judges, there will be 3 evaluation forms and 3 contestant labels for each contestant.)

With the Assistant Director, complete the Speech Ranking Sheet in **BLACK** pen using the judges' ballots. Refer to the "Ranking Procedure" as needed. You and the Assistant Director will then sign the Speech Ranking Sheet. ****NOTE: Any changes to the ranking sheet require both Contest Director and Assistant Director initials next to the change.

On the Contest Evaluation Form space provided, write the name and/or school of the person who was designated to serve but did not serve, or left prior to the end of the contest. (i.e. Hall Monitor or judge)

Report to the Tab Room for the appropriate Tab Official to review the Speech Ranking Sheet.

Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place.

Meet contestants & ONE coach/parent/adult to review evaluations for accuracy of student letter & evaluation speech topic. Call Tab Room with any issues. **Release ALL speech evaluations to contestants.**

Present qualifier awards first, then announce those advancing, along with the time/location of FINALS.

Present final speech awards in this order: **6th to 1st place** (Drape medals at State.)

Label any awards not picked up with contestant's name, school, and city

Return to tab room with any evaluation forms and awards not picked up.

**Turn in to the Meet SPEECH Director:**

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters & Ballots (These will be used to enter rankings into Academic Meet Companion);
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room

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**Thank you for your service!**

________________________

Contest Director Signature
READY WRITING CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: ______________________________

Before Contest:
___ Open and Review “Materials” packet. (Contents: Contestant Roster, Contest Instructions, “Quiet Please” Sign, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, contestant evaluation forms (1 per contestant), ballots for each judge, and the Contest Evaluation Form)
___ Open the sealed test packet containing prompt pages WITH your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors in printing and count prompts (enough for each contestant and judges). (Review RULES for the contest. Times vary by grade level for Ready Writing competition: Grades 3 & 4 have 45 minutes; Grades 5 & 6 have 60 minutes; and Grades 7 & 8 have 90 minutes to write their papers.)
___ If ID labels have not yet been placed on PROMPT pages, complete this task with the assistant.

At Contest Time:
___ ANNOUNCE: "Contestants will have ______ minutes, using their own paper and pencil or pen that they have brought to contest, to write their essays or stories, responding to one of the 2 prompts from the page of prompts that they will receive. You may meet your children at approximately ___________ (time and location).
___ ANNOUNCE to All Present: “The time and location of your 15-minute VIEWING period will be at ______ in room _______. The Awards will be presented immediately following the Viewing Period in room __________." (Information found at the top of your Contestant Roster)
___ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound during testing.”
___ CLEAR the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape it on the outside of the door.
___ Use roster to call roll and seat contestants as far apart as possible from others from their school.
___ On second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the 2nd roll call, verify and seat alternates using the Alternate portion of your Roster.
___ ASK contestants again to clear desks while you shut the door. No other contestants may enter after the second roll call and the door has been shut, without written permission from the meet director. (Permission is found on the contest roster by student’s name if dually entered in a speech contest.)
___ Distribute labeled prompt pages to the appropriate contestants. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, either correct the label, or ask the alternate to write name, school, and city at the top of the prompt page.
___ ANNOUNCE: “Using the information found on your ID label, write your contestant ID # in the upper left-hand corner of each page of their writing and your grade level in the upper right-hand corner of each page of your writing. Remember NOT to use your name or the name of your school in your writing.” (Contestants must provide their own paper, pen or pencils and erasers.)
___ Ask for questions regarding clarification for any reason.
___ ANNOUNCE: "No talking or questions after contest begins. Disqualification may result."
___ ANNOUNCE: “Start,” and make a note of time.
___ After the allotted time for the grade level (noted above) announce “Stop.” Collect all writing prompt pages first and hold them separately from the students' writing pages. Then collect all writing pages from students. Paper clip writing pages only together as efficiently as possible in the collection process.
___ Dismiss Contestants.
After the Contest: (Please follow this sequential order)

____ Meet with judges at the designated time and place. Provide sample comments (Instructions for the Contestant) to judges in order to encourage constructive comments for students and copies of unlabeled prompt page. Have judges rank contestants to the top 10 at each grade level. Judging may be done initially with the ballots provided, followed by collaboration among judges, as needed, to arrive at the top 6 places for each grade level.

____ After judging, pair the ID’d prompt pages with the contestants' writing pages.

____ Clip all pages together with the ID’d prompt page on top, followed by the judges' evaluation page, then the contestant's written paper.

____ Post the top 10 rankings in pencil on your official roster for each grade level.

____ Go to the tab room or designated area to have your roster checked by a designated contest official.

____ Have someone in the Tab Room make a photocopy of the 1st place essay and evaluation for each grade level. The Tab Room will retain the original essay to be considered for future publication in the Ready Writing and Creative Writing Handbook. To keep the winning essay a surprise, take the original essay to the Viewing Period to have the contestant view for the 15 minutes, then be sure to exchange it after the viewing for the photocopied essay, IF the essays are being released on the last day of either District or State Meets (March 28 for District, or May 2 for State).

____ Pick up “Qualifier” awards (if provided) and all other awards in the tab room or designated place.

Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

____ Meet contestants and optionally ONE coach/parent/adult from each school to review the contestant's judges' critiques. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name and school for this absent person after verification is over.)

____ ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ and adults’ area during verification.”

____ Address all questions and resolve all issues. Call the Tab room with any issues. UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2), collect all papers and prompts.

____ Announce awards presentation time (i.e. 5 minutes) to allow parents/others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Viewing room at State.)

____ Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

____ Collect the original 1st place contestant paper, evaluation, and prompt page and explain that this paper is going to be entered in the next level of the Ready Writing Contest. Provide the parent or school representative with the photocopy that was made in the Tab Room. The original paper will be entered in the State Publishing Contest, with awards to be announced in August.

____ Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

____ Turn in to the Meet Director:

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters & Ballots (A designated tab room official will use this information to type in the results in Academic Meet Companion.)
3) Original 1st place contestant writing, prompt page, and judges' evaluations
4) Labeled unissued awards with student name, school name, city;
5) Return all materials, packets, etc. to designated persons and places in the Tab Room

Thank you for your service!

________________________

Contest Director Signature
SCIENCE CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: __________________________

Before Contest:
_____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
_____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests.
_____ If contestant labels have not yet been placed on the objective tests, complete that task. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:
_____ ANNOUNCE: “30 minutes are allotted to take the Science Test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.”
_____ ANNOUNCE: “The time and location of your 15-minute verification period will be ______ in room __________.” (Information found at the top of your Contestant Roster)
_____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
_____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.
_____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
_____ On second roll call, seat substitutes who are taking the place of an absent entry from their own school.
(At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
_____ ASK contestants again to clear desks of everything but their pencil (or pen), and erasers, while you shut the door. Contestants must provide their own pencils and erasers. No other contestants may enter after door is shut without written permission from the meet director. Permission is found on the contest roster by the student’s name or school.
_____ Distribute answer sheets.
_____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers) instructing them to write these numbers and their grade levels in the spaces provided.
_____ ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.
_____ ANNOUNCE: "Do not open test until the start signal is given."
_____ Distribute labeled tests with the cover sheet FACE UP to the appropriate contestants.
_____ ANNOUNCE: “You have 30 minutes to take this test. All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests,
but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”

Ask for questions regarding clarification. Contest rules will NOT be re-read to contestants.

ANNOUNCE: “Start,” and make a note of time.

After 30 minutes ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.” Collect student answer sheets separately from the tests.

Dismiss contestants from the contest room.

After Contest:

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

After grading, paperclip contestant answer sheets to tests. Clip together with a copy of the key.

Complete the Contest Roster with ALL scores posted in PENCIL.

On the Contest Evaluation Form space, write the names and schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. Assistant directors serve during Contest, in Grading, and in Verification.

Go to the tab room and have the meet director or a designate review your completed contest roster.

Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. • Do not write on ribbons.

Verification & Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and ONE coach/parent/adult from each school to review tests with answer keys.

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification.”

Address all questions and resolve all issues. Call the Tab Room with issues. UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2), Collect all tests and answer keys.

Announce awards presentation time (i.e. 5 minutes) to allow parents/others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by presenting qualifier ribbons first, then 6th to 1st place (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, the final results will be entered from the Contestant Rosters that were completed in pencil. (VERY IMPORTANT THAT THESE BE ACCURATE)

Turn in to the Meet Director OR a Tab Room Designate (BE SURE TO KNOW WHO THIS IS):
1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

Thank you for your service!

Contest Director Signature
SPELLING CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: __________________________

Before Contest:

_____ Open and Review “Materials” packet. Contents: Roster, Contestant Labels, Contest Instructions, Grader Instructions, “Quiet Please” sign, answer sheets and cover sheets for at least the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, Contest Evaluation Form.

_____ Attach a Contestant Label to each cover sheet, if this task has not already been done.

_____ Obtain CD player. At District, follow the District Director's instruction for being issued a CD player. At State, report to the Tab Room at least 30 minutes prior to the contest to be issued a CD player.

Use an amplifier, if available, if your CD player is small and is likely to need better sound quality (You may bring this amplifier from home or school, if not available on the host campus).

_____ In the Contest Room, open in your Assistant Director(s) presence, the sealed test packet containing your Test CD and pages of the Spelling words a few minutes prior to the beginning of the contest. Check for errors. You will have enough spelling test keys for contestants, PLUS a few more for graders.

_____ Prior to allowing anyone other than the Assistant Directors in the room, play the first couple of words of the test CD to ensure both the CD and player are working properly.

At Contest Time:

_____ ANNOUNCE: “This Spelling Contest is for grade(s) _______.” (Determine whether students are in the correct room for their grade level or the grade levels in which they are competing in this contest.)

_____ ANNOUNCE: “The time and location of your 15-minute verification period will be at ______ p.m. in room ____________.” (Information found at the top of your Contestant Roster)

_____ ANNOUNCE: “No cell phones, or any other electronic devices, are allowed in the contest room.”

If you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.

_____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to Hall Monitor, or tape on door, if the Hall Monitor is not present.

_____ Use roster to call roll and seat contestants as far apart as possible from others from their school. With the Assistants’ help, hand each contestant his/her own labeled cover sheet as you direct each to sit in the seat you specify.

_____ On second roll call for those absent, seat substitutes at District who are taking the place of an absent entry from their school. (At District, change contestant name on the cover sheet to the correct contestant name from the same school.) (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the contestant list. On the cover sheet, mark out the information on the Contestant Label and write the alternate's name, school, and city.)

_____ ASK contestants again to clear desks of everything but their pencil (or pen), and erasers, while you shut the door. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.

_____ Distribute spelling answer sheets.

_____ Instruct the contestants to write their contestant numbers (found on the cover sheet Contestant Label) and their grade levels in the spaces provided on each page of the test answer sheets.

_____ ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.

_____ ANNOUNCE: “All spelling words must be written or printed in the spaces provided on the
answer sheets beside the corresponding number announced on the recording. You must remain in the room until time is up.”

Ask for questions regarding clarification. **Contest rules will NOT be re-read to contestants.**

Begin CD player and play test all the way through without stopping, unless mechanical failure prevents.

ANNOUNCE: “Stop. Pencils down. You will be disqualified for not following this directive.”

With the **Assistants’** help, collect the cover sheets and answer sheets separately. Clip together the answer sheet pages, as necessary, if not stapled already. (Keep tests separate from the label sheets until after all tests have been graded.)

Dismiss contestants from contest room.

**After Contest:**

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

(REFER TO THE GRADER INSTRUCTION SHEET & RULES FOR SPECIFICS OF GRADING. **Be aware that Outside words (asterisked) are valued at 7 points for each correct spelling this year.**)

After grading, paperclip cover sheet, answer sheet, and an answer key together for each contestant.

Complete the Contest cover sheet with **ALL scores posted in PENCIL.**

On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant directors serve in Verification.**

Go to the tab room and have the meet director or a designate review your completed contest roster.

Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation. • Do not write on ribbons.

**Verification and Awards: (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)**

Meet contestants & ONE coach/parent/adult from each school to review their own tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

ANNOUNCE: “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults’ area during verification. Contestants MAY have a *Merriam Webster Collegiate Dictionary, 11th Edition (2003 copyright with 2012 or newer printing date) available to verify answers.*”

Address all questions and resolve all issues. Call Tab Room with issues. **Collect all tests and answer keys, UNLESS the tournament is held on the final day for district meets (March 28), or unless it is the last State Meet (May 2).**

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by **awarding qualifier ribbons first, then 6th to 1st place** (Drape medals at State.)

Mark all awards (ribbon or medal) that were **not** picked up during the awards ceremony. (refer to your notes)

In tab room, turn in the completed Contestant Roster to be used to post to Academic Meet Companion.

**Turn in to the Meet Director:**

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed with ALL scores posted in pencil;
3) Labeled, unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

**Thank you for your service!**

_________________________
Contest Director Signature
STORYTELLING CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS?? CALL: __________________________

Before Contest:

_____ Open and review “Materials” packet (Roster of Contestants, Instructions for Contest, “Quiet Please”
sign, Bee Stop Sign, Speech Ranking Instructions, Speech Ranking Form, 1 or 3 sets of contestant labels,
Speaker letter cards, Contest Evaluation Form, and black ballpoint pen with blue tape around barrel)

_____ IF DIRECTING A FINAL ROUND: Pick up in the tab room your Final Round Roster of Contestants
approximately 30 minutes prior to the time of the final round.

_____ In the contest room, check in your Hall Monitor/assistant director and judges.

_____ Have judges be seated in VARIOUS areas of
the room that are not together.

_____ Give “Quiet Please” sign to hall monitor or tape to door

_____ In preparation for the contest, instruct the judges to sign and print their names on the ballot and
evaluation sheets and also write the speaker letter in the "Contestant Speaker ID" blank on each
evaluation sheet. (NOTE: Judges of speech events receive separate packets containing their ballot and
evaluation sheets, issued in the tab room.)

_____ ANNOUNCE if preliminary round: "Preliminary round evaluation pick-up will be in room
________ at _______. At this time the announcement of the top 3 contestants advancing to finals
will be made. Contestants should take their evaluations with them from this viewing period
following this announcement." (Information found at the top of your Contestant Roster)

_____ ANNOUNCE if FINAL round: “Evaluation review and awards will take place at ____p.m. in
room ___________.”

_____ Have judges and all interested people exit room and wait QUIETLY in the hall or somewhere else.

At Contest Time:

_____ Shut the door. No contestants may enter thereafter without written permission from Meet Director.

_____ Use roster to call roll. Enter substitutions at District. (Substitution Form may be required at the District
Level at Meet Director's discretion. Call Tab Room with any issues.) At State, verify and seat alternates
whose names are listed on the Alternate Roster found under the competitor list provided. After the
second roll call, the list of competitors shall be final.

_____ Give each student the letter card matching the letter assigned on the roster.

_____ READ story to contestants ONLY.

_____ After reading the story, invite people into the contest room to the capacity of the room (an audience is
required). Have contestants wait outside in the hall or in a separate holding area with the Assistant
Director.

_____ ANNOUNCE: “At this time, all cell phones and electronic devices must be turned off. All
audience members must remain quiet throughout the contest time, including in between
speeches. No one may enter or exit the room, except in the case of an emergency, during contest,
except for those who are so indicated on the roster to be approved for late entry or early
dismissal. No head or hand signals, or any other communication, may be directed from
audience members to performing students. Anyone who disrupts in any way during
presentations may be required to leave the room. Infractions could cause contestant from
offender’s school to be disqualified.”

Announce to the judges and audience the title of the story read to the students.

Call Speaker A. Instruct the speaker to hold up the letter card for the audience and judges to see. Then collect the letter card from the speaker. Have contestants present the retelling of the story they heard read to them in the order designated on the roster before the judge or panel of three judges. Remind judges that their rankings are independent. DO NOT CHANGE THE ROSTER SPEAKING ORDER.

If the student has spoken for 5 1/2 minutes, hold up the “Bee Stop Sign” to signify that the contestant should wind up his/her story soon, although there is NO time limit or disqualification if the child does go over this time allotment. Contestants may stay in the contest room after telling their stories, or return to the holding area. (District Directors may make this decision according to needs. Contestants at State stay in the contest room after speaking.)

Once contestant has finished speaking, allow judges time to complete their evaluations (about 1 minute)

Call "Speaker B"…follow the same steps for each speaker.

Dismiss contestants and audience.

After the Contest: (Please follow this sequential order)

Call Hall Monitor/Assistant Director into the contest room to assist in collecting the judge(s)’ ballot(s) ranking of each contestant by number and all evaluations

On each evaluation form, place a corresponding contestant label in the space provided.

With the Assistant Director, complete the Speech Ranking Sheet in BLACK pen using the judges' ballots. Refer to the "Ranking Procedure" as needed. You and the Assistant Director will then sign the Speech Ranking Sheet. **NOTE: Any changes to the ranking sheet require both Contest Director and Assistant Director initials next to the change.

On the Contest Evaluation Form space provided, write the name and/or school of the person who was designated to serve as Hall Monitor or Assistant Director, but did not serve, or departed prior to the end of the contest. (Tab room speech director will be aware of any judges who had to be replaced.)

Report to the Tab Room for the appropriate Tab Official to review the Speech Ranking Sheet.

Pick up “Qualifier” awards, if provided & all other awards in the tab room/designated place. *Do not write on awards.

Meet contestants & ONE coach/parent/adult to review evaluations for accuracy of student letter and evaluation speech topic. Call Tab Room with any issues. Release ALL speech evaluations to contestants.

Present qualifier awards first, then announce those advancing, along with the time/location of FINALS.

Present final speech awards in this order: 6th to 1st place (Drape medals at State.)

Label any awards not picked up with contestant's name, school, and city

Return to tab room with any evaluation forms and awards not picked up and present these specifically to the Speech Director.

Turn in to the Meet SPEECH Director:

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters & Ballots (These will be used to post results in Academic Meet Companion);
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room

Thank you for your service!

Contest Director Signature
VOCABULARY CONTEST DIRECTOR CHECKLIST
2019 - 2020

QUESTIONS? CALL: ________________________

Before Contest:
____ Open and Review “Materials” packet. (Contents: Roster, Contest Instructions, “Quiet Please” sign, answer sheets for the number of contestants assigned to your room, pens (red, blue, green), pencil with blue tape, paper clips, contestant labels, Contest Evaluation Form)
____ Open the sealed test packet with your Assistant Director from a different school a few minutes prior to the beginning of the contest. Check for errors and count tests.
____ If contestant ID labels have not yet been placed on the tests, have the Assistant Director help with attaching the contestant labels to the cover page of each test. For substitutes at District, cross out the original contestant's name and hand write the substitutes name on the label. For alternates at State, do not use the label, instead have the alternate hand write his/her name, school, and city at the top of the test in the spaces provided.

At Contest Time:
____ ANNOUNCE: “30 minutes are allotted to take the Vocabulary Test. When you receive your answer sheets, note the rules for writing answers that are printed at the top.”
____ ANNOUNCE: “The time and location of your 15-minute verification period will be 3:00 p.m. in room ____________.” (Information found at the top of your Contestant Roster)
____ ANNOUNCE: “No cell phones, or any other electronic devices are allowed in the contest room.” IF you have a cell phone with you, it must be completely turned off and placed here (note the area) at this time. Disqualification must result if your phone makes any sound while testing is in progress.”
____ Clear the room of all BUT contestants and substitutes (alternates at State). Give “Quiet Please” sign to door monitor, or tape on door.
____ Use roster to call roll and seat contestants as far apart as possible from others from their school.
____ On the second roll call, seat substitutes who are taking the place of an absent entry from their own school. (At STATE, on the second roll call, verify and seat alternates using the Alternate Roster found below the competitor list.)
____ ASK contestants again to clear desks of everything but their pencil (or pen), and erasers, while you shut the door. Contestants must provide their own pencils and erasers. No other contestants may enter after door is shut without written permission from the meet director. Permission is usually found on the contest roster by the student’s name or school.
____ Distribute answer sheets.
____ Assign numbers to contestants (numbers listed on roster are the contestants’ ID numbers, instructing them to write these numbers and their grade levels in the spaces provided.
____ ANNOUNCE: “No talking or questions are allowed once the test begins.” Disqualification may result.
____ ANNOUNCE: "Do not open test until the start signal is given." Distribute labeled tests with the cover sheet FACE UP to the appropriate contestant.
____ ANNOUNCE: “You have 30 minutes to take this test. All answers must be in PRINTED CAPITAL letters in the spaces provided on the answer sheet. Contestants may write on their tests, but only answers written in the spaces provided on the answer sheet will be graded. You must remain in the room until time is up.”
Ask for questions regarding clarification. **Contest rules will NOT be re-read to contestants.**

**ANNOUNCE:** “Start,” and make a note of time.

After 30 minutes, **ANNOUNCE:** “Stop. Pencils down. You will be disqualified for not following this directive.” Collect student answer sheets **separately** from the tests.

Dismiss contestants from the contest room.

**After Contest:**

Meet with graders at specified time and location. Each test must be scored by two different graders, and the top 10 scoring tests must be scored by a third person, each using a different color ink.

Paperclip graded contestant answer sheets to tests, whereby contestants have provided their names, school names, and cities, in addition to their contestant ID numbers. Clip together with a test key.

Complete the Contest Roster with **ALL scores posted in PENCIL.**

On the Contest Evaluation Form space provided, write the names and/or schools of persons who were scheduled to Assist, Grade, or Hall Monitor in this event, but DID NOT show, or left prior to completion of the duty, without being dismissed by the director. **Assistant directors serve as Grader and in Verification.**

Go to the tab room and have the meet director or a designate review your completed contest roster.

Determine how many awards will be necessary. After tab room official has checked your contest roster, you will be assisted in collecting your awards for presentation.  • Do not write on ribbons.

**Verification and Awards:** (Follow sequential order/maintain absolute QUIET. Disqualify repeat offenders)

Meet contestants and ONE coach/parent/adult from each school to review tests with answer keys. (Note: As an absent contestant’s name is called without response, place a small mark to the right of the contestant’s name to remind you that an award must be completed with the name, school, and city for this absent person after verification is over.)

**ANNOUNCE:** “This is a time of absolute quiet. Raise your hand if you have a question. No pens, pencils, electronic devices, or any other items should be in students’ or adults' area during verification.”

Address all questions and resolve all issues. Call Tab Room with issues. **Collect all tests and answer keys, UNLESS** the tournament is held on the final day for district meets (**March 28**), or unless it is the **last State Meet (May 2).**

Announce awards presentation time (i.e. 5 minutes) to allow parents and others to come into room and be seated, or to assemble in the area where awards will be presented. (Awards presented in Verification room at State.)

Present awards by **presenting qualifier ribbons first, then 6th to 1st place** (Drape medals at State.)

Mark all awards (ribbon or medal) that were not picked up during the awards ceremony. (refer to your notes)

In tab room, the final results will be entered from the completed Contestant Rosters that were completed in pencil. (VERY IMPORTANT THAT THESE BE ACCURATE)

**Turn in to the Meet Director OR a Tab Room Designate (BE SURE TO KNOW WHO THIS IS):**

1) Contest Evaluation Form, indicating absent workers and other concerns;
2) Contestant Rosters that have been completed in pencil;
3) Labeled unissued awards with student name, school name, city;
4) Return all materials, packets, etc. to designated persons and places in the Tab Room.

**Thank you for your service!**

__________________________
Contest Director Signature