

# Art Memory Contest Director Checklist

## 2021-2022

**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) (The Contest Director should have on hand a **2021-2023 Art Smart Bulletin**.)
- \_\_\_\_\_ 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 titles and artists' 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, including Smart Watches, 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 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 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 2019-2021 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 (Likely errors will deplete your ribbon supply).

#### **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 26**), or unless it is the **last State Meet (May 7)**.

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

Present awards by **presenting qualifier ribbons first, then 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# CREATIVE WRITING CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 1<sup>st</sup> 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 26 for District, or May 7 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 up 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 26 OR May 7**). Be sure to keep the original 1<sup>st</sup> place stories.
- \_\_\_\_\_ Present awards in this order: **Qualifiers, then 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# IMPROMPTU SPEAKING CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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. Disruption in any way during presentations may require person(s) to leave the room, and the offender's school may 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. Judges will have up to 1 1/2 minutes to complete each evaluation following each speaker."
- \_\_\_\_\_ 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: **6<sup>th</sup> to 1<sup>st</sup> 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!***

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***Contest Director Signature***

# LISTENING SKILLS CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 26), or unless it is the last State Meet (May 7).**
- \_\_\_\_\_ 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 6<sup>th</sup> to 1<sup>st</sup> 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!***

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***Contest Director Signature***

# MAPS, GRAPHS & CHARTS CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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 40 multiple choice test for grades 4 and 5, OR a 30-minute 60-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, including Smart Watches, 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 26**), or unless it is the **last State Meet (May 7).**

\_\_\_\_\_ 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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# MATHEMATICS CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 26**), or unless it is the **last State Meet (May 7).**

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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# MODERN ORATORY CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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. Judges will have up to 1 1/2 minutes to complete each evaluation following each speaker.”**
- \_\_\_\_\_ 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: **6<sup>th</sup> to 1<sup>st</sup> 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!***

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***Contest Director Signature***

# NUMBER SENSE CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 26**), or unless it is the **last State Meet (May 7)**.
- \_\_\_\_\_ 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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# ON-SITE DRAWING CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

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, 1<sup>st</sup> through 6<sup>th</sup> 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, including Smart Watches, 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 1<sup>st</sup> through 6<sup>th</sup>, 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. **Release all other art works to contestants during awards presentation.**

\_\_\_\_\_ 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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# PROSE INTERPRETATION CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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. PROSE documentation should include either the actual source from which the PROSE work is taken, with words within the source that indicate that the work is PROSE (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 PROSE 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. **ANNOUNCE: Judges' rankings in this contest are independent. Judges will have up to 1 1/2 minutes to complete each evaluation following each speaker.**

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 up to **1 1/2 minutes** 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: **6<sup>th</sup> to 1<sup>st</sup> 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

*Thank you for your service!*

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*Contest Director Signature*

# READY WRITING CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 26 for District, or May 7 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 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 26**), or unless it is the **last State Meet (May 7)**, 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 6<sup>th</sup> to 1<sup>st</sup> place** (Drape medals at State.)

Collect the original 1<sup>st</sup> 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!*

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*Contest Director Signature*

# SCIENCE CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 26**), or unless it is the **last State Meet (May 7)**, **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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# SPELLING CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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, including Smart Watches, 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 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 & 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 26), or unless it is the last State Meet (May 7).**

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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*

# VOCABULARY CONTEST DIRECTOR CHECKLIST

## 2021 - 2022

**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 at **\_\_\_ p.m.** in room \_\_\_\_\_. "**(Information found at the top of your Contestant Roster)**
- \_\_\_\_\_ **ANNOUNCE:** "No cell phones, or any other electronic devices, including Smart Watches, 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 26**), or unless it is the **last State Meet (May 7).**
- \_\_\_\_\_ 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 6<sup>th</sup> to 1<sup>st</sup> 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!*

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*Contest Director Signature*