Hall Monitor Checklist

_____ Check in with the Contest Director in the room number where your position is scheduled in order that you may receive a "QUIET PLEASE" (purple color at State) sign and be counted present.

_____ Keep the halls quiet while the contest is going on. (There may be some faculty members and university students in the hall at State, as well as PSIA students who are coming to different events and perhaps entering the contest room late.)

_____ Ask your director if anyone is scheduled to arrive late, if you have not already been directed regarding late arrivals. It is NOT necessary to keep everybody out of the halls, but just to hold up that "QUIET PLEASE" sign and ask for silence once the contest director has closed the door indicating the beginning of the contest.

_____ Ask those who are not maintaining quiet to exit the hallway for the sake of the contestants. If you have any trouble, or something transpires that needs immediate attention, please call the Tab Room.

Thank you for your service!

Speech Assistant Director / Hall Monitor Checklist

_____ • Check in with the Contest Director in the room number where your position is scheduled in order that you may receive a "QUIET PLEASE" (purple color at State) sign and be counted present.

_____ • Keep the halls quiet while the contest is going on. (There may be some faculty members and university students in the hall, as well as PSIA students who are coming to different events and perhaps entering the contest room late.)

_____ • Ask your director if anyone is scheduled to arrive late, if you have not already been directed regarding late arrivals.

_____ • Ask those who are not maintaining quiet to exit the hallway for the sake of the contestants.

_____ **• Immediately as the contest ends, meet with the Contest Director to witness the posting of the judges' rankings of the speech contestants, in accordance to the judges' ballots.**

_____ • If you have any trouble, or something transpires that needs immediate attention, please call the Tab Room:

Thank you for your service!