

Chief Judge “To Do” List

PREPARATION

- 1) Appoint **anonymous judges, a secret tie-breaking judge, counters, and timers.** For official contests, judges must be CC#6 or higher. For unofficial contests, anyone can be a judge.

How many judges are typically required? How many counters? How many timers?

- 2) Send **relevant materials** to all participants so that they can get familiar with them. This is especially important for judges.
- 3) Explain to participants **how to perform their roles** and what is expected of them during the contest.
- 4) Tell judges when and where the **judges briefing** will take place.
- 5) Print and bring sufficient copies of the **Judge’s Guide and Ballot, Tie-Breaking Judge’s Guide and Ballot, Counter’s Tally Sheet, Timer’s Sheet,** and **Notification of Winners.** Also prepare a stopwatch and timing color cards.

JUDGES’ BRIEFING

- 1) Pass out the **Judge’s Guide and Ballot** to each judge. Make sure judges know the contestants’ speaking order and understand each element of evaluation.
- 2) Encourage **judges to sit close to the speaking area** in case of an outside disturbance or technical problem.
- 3) Review expectations for **counters** and **timers.**

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DURING

- 1) After all contestants have spoken, collect the **Time Record Sheet** from the timers and the **Tie-Breaking Judge’s Guide and Ballot** from the tie-breaking judge. Check to be sure that the ballot has been signed by the judge; if it has not, quietly prompt the tie-breaking judge to sign in.

Meanwhile, your counters should collect the **Judge’s Guide and Ballot** from the judges.

- 2) When all ballots have been collected, **exit the room and oversee the counting process**. All ballots should be counted twice to ensure accuracy.
- 3) Provide a **list of 1st, 2nd, and 3rd place** to the Contest Chair. If there are any **disqualifications**, also let the Contest Chair know.