

CREATIVE WRITING CONTEST DIRECTOR CHECKLIST

Before Contest:

- _____ Check in at the Contest Official Table in the Tab Room (Music Room).
- _____ Pick up your contest packet in the Tab Room (Music Room) at 8:30 a.m..
- _____ Review the contents of your contest packet, including this Creative Writing Contest Director Checklist and the Instructions for Contestant for Creative Writing, but please do not open the sealed prompts envelope.

At Contest Time:

- _____ As contestants enter the room, direct them to be seated away from others from their school.
- _____ With the Assistant Director present, open the sealed prompts envelope. Count the number of prompts, and ensure that you have a prompt for each contestant on your roster.
- _____ Use the Contest Roster to call roll.
- _____ Seat substitutes, if any. A substitute is a contestant not on the Contest Roster who is taking the place of an absent entry from his or her school. Collect the Substitute Form from any substitute, and note any substitute on the Contest Roster. At the start of the contest, if a substitute from the same school shows up with a verbal message, then his verbal message will be equivalent to the substitution form.
- _____ Distribute 5 sheets of writing paper to each contestant. You may give a contestant additional sheets of writing paper during the contest if requested.
- _____ Instruct the contestants to write their contestant numbers and grade levels on each page of writing paper in the spaces provided. Contestant numbers are printed on your Contest Roster and on the contestants' name tags. The students do not write their names or schools on their writing papers.
- _____ Pass out the prompts face down.
- _____ Announce that the contestants will be allotted 30 minutes to write once the contest begins.
- _____ Instruct the contestants to turn over the prompts page and write their contestant numbers, names, and schools in the spaces provided.
- _____ Read aloud the instructions on the prompt page and the title of each of the prompts.
- _____ Announce "Start" and instruct the students to begin working. Make a note of the time, and time the 30 minute writing period.
- _____ Give a warning when 10 minutes remain in the writing period.
- _____ At the expiration of the 30 minute writing period, announce "Stop" and instruct the students to stop writing.
- _____ Staple each contestant's completed essay together.
- _____ Collect all essays, prompts, any notes, and blank paper. Keep essays separate from prompt papers and notes. Because the prompt papers include the contestants' names and schools, do not collate them with the essays until after the essays have been evaluated.
- _____ Return all materials to the contest packet envelope.
- _____ Dismiss the contestants from the contest room.

After the Contest:

- _____ The Contest Director and Assistant Director also serve as Judges only when needed.
- _____ Proceed to designated grading room at 10:00 a.m. to meet the other Judges.
- _____ Provide each Judge with his packet.
- _____ Evaluate and rank the essays per the Writing Contest Evaluation Checklist for Creative Writing and Ready Writing Judges. Ensure that an Evaluation Sheet is completed for each student.

After the Judging:

- _____ Once consensus has been reached, fill in the Contest Roster identifying the top 10 essays according to the consensus ranking of the Judges. There can be no ties in this contest.
- _____ Add each contestant's name and school to all of the Evaluation Sheets, not just those ranked in the top ten, using the Contest Roster to obtain the necessary information.
- _____ Staple each contestant's Evaluation Sheet, essay, prompt, and any notes together.
- _____ Complete the Contest Results Form in black ink.
- _____ Fill out a Contest Evaluation Sheet.
- _____ Return all materials to the Tab Room, pick up awards and announce winners in the Gym.

If you have any questions or need any help, please call Tammy Tran's cell phone 214-538-5330 She is in the Tab Room and is happy to help.

Thank you for volunteering your time
and helping us make this a successful PSIA competition.