

## Hall Monitor Instructions:

### PLEASE READ AND KEEP WITH YOU DURING YOUR SHIFT

1. Check in with the Contest Director and attach your name tag at least 10 minutes before your assigned time.
2. Pick up a "Please Be Quiet" sign from the Contest Director . Your job is to keep the participants safe and the hallways ABSOLUTELY quiet.
3. Do not leave your assigned area until the contest has ended.
4. Be familiar with the contests that are being conducted in your assigned area.
5. Parents of children competing in **speech events only** are allowed to enter the classroom to serve as an audience. These contests include:
  - a. Poetry Interpretation
  - b. Impromptu Speaking
  - c. Modern Oratory
  - d. Storytelling
6. Once a class door is shut, no student may enter the classroom UNLESS that child has 2 events listed on his/her name tag. If a child has 2 events listed, that child is dual enrolled and allowed to enter one of the events late. The Contest Director is aware that this child is receiving an accommodation. Late arrival for a student that is not a dual entry student is automatic withdrawal from that contest. Please verify that the Contest Official has started speaking or the students have begun before you dismiss the child. If the Contest Official is speaking or the students have begun, the child may not enter.
7. Know that contest should begin promptly at the posted contest time. Contest Directors should be ready for students to enter at least 5 minutes before the posted time. Check with the Director inside the room before you allow students to enter.
8. Depending on the location of the contest students should either wait outside the building or at the end of the hall. No waiting should be done outside the classroom door in the hall.
9. Please help maintain quiet in the speech event Hallways. Students must be silent while sitting in the hallways waiting their turn to present. Parents who are wearing a "Storytelling Parent" name tag will be permitted in classroom for that event.
10. Know that your responsibility is to enforce these guidelines and while you are there you are in charge. Please do not hesitate to tell a student or parent that it is not time to be there yet and ask them to wait either outside or in the Gym.

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