

## IMPROMPTU SPEAKING CONTEST DIRECTOR CHECKLIST

<b>Contest</b>	<b>Grade Level</b>	<b>Speaking Time</b>
Impromptu Speaking	7 – 8	5 min.

### **Before Contest:**

- \_\_\_\_\_ Check in at the Contest Official Table in the Tab Room (Music Room across from stairs).
- \_\_\_\_\_ Pick up contest packet in the Tab Room (Music Room) 30 minutes prior to your contest.
- \_\_\_\_\_ Review the contents of your packet, including this Impromptu Speaking Contest Director Checklist, the Instructions for Contestant for Impromptu Speaking, and the Additional Information for Coaches/Contest Directors for Impromptu Speaking.
- \_\_\_\_\_ Make sure you pick up a stopwatch in the Tab Room. Instructions are attached to the stopwatch.

### **At Contest Time:**

- \_\_\_\_\_ As contestants enter the room, direct them to be seated away from others from their school.
- \_\_\_\_\_ In all speech events, audiences must be permitted, but only to the capacity of the room.
- \_\_\_\_\_ ANNOUNCE: "All cell phones and electronic devices must be turned off at this time. All audience members should remain quiet throughout the contest time, including in between speeches. No one may enter or exit the room during a speech except in the case of an emergency. 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."
- \_\_\_\_\_ Use the Contest Roster to call roll. The Contest Roster is the speaking order.
- \_\_\_\_\_ Seat substitutes, if any. A substitute is a contestant who is 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.
- \_\_\_\_\_ Follow the contest guidelines as outlined in the Impromptu Speaking Instructions for the Contestant.
- \_\_\_\_\_ When only 30 seconds are left in the allotted time for the speaker, hold up a 30 seconds left card.
- \_\_\_\_\_ Each judge should complete his Impromptu Speaking Evaluation Sheet for each speaker per the instructions printed at the top of that sheet.
- \_\_\_\_\_ After all speakers have completed their presentations, each judge should complete his Impromptu Speaking Judge's Ballot and rank each speaker from highest to lowest.
- \_\_\_\_\_ Judges should make their rankings independently.

### **After the Contest:**

- \_\_\_\_\_ Receive judges' ballots and speech evaluations.
- \_\_\_\_\_ Using the Ranking Procedure for Speech Contests, tabulate each of the three judge's independent ballots to determine the rank order of the speakers. There cannot be any ties in this contest. Fill in the rank order of the speakers on the Contest Roster.
- \_\_\_\_\_ If you are the Contest Director for the Final Round of this contest, complete the Contest Results Form in black ink. If you are the Contest Director for a preliminary round of the contest, please simply fill in the rank order of the speakers on the Contest Roster.

\_\_\_\_\_ Add each contestant's name and school to all of the Evaluation Sheets using the Contest Roster to obtain the necessary information.

\_\_\_\_\_ Fill out the Contest Evaluation Sheet.

\_\_\_\_\_ Return all materials to the contest packet envelope, and return the packet to the Tab Room (Music 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.