

STORYTELLING CONTEST DIRECTOR CHECKLIST

Contest	Grade Levels	Speaking Time
Storytelling	1 – 3	6 min. or less

Before Contest:

- _____ Check in at the Contest Official Table in the Tab Room (Music Room across from the stairs).
- _____ Pick up contest packet in the Tab Room 30 minutes prior to your contest.
- _____ Read this Storytelling Contest Director Checklist.
- _____ Read the Instructions for Contestant and Coach for Storytelling.
- _____ Make sure you pick up a stopwatch in the Tab Room. Instructions are attached to the stopwatch.

At Listening Portion of the Contest:

- _____ As contestants enter the room, direct them to be seated away from others from their school.
- _____ Only the Contest Director and contestants should be present for the Listening Portion of the contest.
- _____ Read the story aloud to contestants.
- _____ After Listening Portion, advise contestants to which room they go for Presentation/Storytelling Portion of the contest.

At the Presentation/Storytelling Portion of the Contest:

- _____ As contestants enter the room, direct them to be seated away from others from their school.
- _____ 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.
- _____ Send all but first contestant to the hall to wait their turn. At this time, invite audience to enter.
- _____ 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 audience member may enter or exit the room 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.”
- _____ Follow the contest guidelines as outlined in the Instructions for the Contestant and Coach for Storytelling.
- _____ Contestants may remain in the contest room after their story.
- _____ Dismiss all contestants after the last speaker.
- _____ Each judge should complete his Individual Evaluation Sheet for each speaker per the instructions printed at the top of that sheet.
- _____ Each judge should complete his Standards for Evaluation and Ballot and should rank each speaker from highest to lowest per the instructions printed on the ballot.

_____ Judges should make their rankings independently.

After the Contest:

_____ Receive judges' ballots and speaker evaluations.

_____ **For the preliminary round**, apply the "Ranking Procedures for Speech Contests" in order to determine the top two speakers from your section. Identify the top two speakers on the yellow Contest Roster.

_____ **For the final round**, apply the "Ranking Procedures for Speech Contests" in order to determine the rank order from first through sixth place of the six speakers in the final round. Fill out the Overall Contest Results Form in black ink.

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

_____ Return all materials to the contest packet envelope, and return the packet to the Tab Room.

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.