

CONTEST CHAIR INSTRUCTIONS

Extemporaneous Public Speaking

1. Prior to the start of the contest, the contest chair should confirm plans with the general contest chair (host advisor) to meet any accommodation requests that have been received and approved. Prior to going into the holding room, contestants should have given their cell phone, smart watch, and other electronic communications devices to their chapter advisor or some other responsible adult.
2. All contestants should be located in a holding room prior to their participation in the contest. Ideally, this room should be for participants in this contest only, but this will not be true in all cases. After they have competed, contestants may watch teams and/or individuals that compete later provided that there is room in the contest room and also provided that they are polite and conduct themselves appropriately when watching.
3. The contest chair (or assistant chair) will check participants' reference materials before the contest begins. If a participant's materials do not meet the outlined requirements, the student will be given the opportunity to adjust their materials to meet the requirements. If this can be accomplished within a reasonable timeframe (e.g., removing extra pages from a binder to be within the page limit), the student can retain the reference item for use during the contest. If this change cannot be made within a reasonable timeframe, the reference item will not be allowed.
4. If the order of competition has not already been determined, while the speakers are in the holding room ask them to draw for order of competition and then post this near the contest room.
5. Meet with the judges to make sure they understand the rules of the contest and understand their responsibilities. It might be a good idea to read the rules and then ask if anyone needs clarification. You should also review the score sheet with the judges at this time.
6. Meet with the timekeeper and make sure he/she understands the procedure and their responsibilities.
7. Start the preparation time for contestants at 15 minute intervals so that they will have no more and no less than 30 minutes to prepare their speech. Contestants can look at both of the specific topics within their broad topic area and choose the specific topic that they would like to use.
8. Prior to the contestants beginning their performance, introduce the judges and timekeeper to them and remind the audience that they are to turn off all electronic devices and remain quiet during the contestant's performance. Audience members can only record participants from their own school. Remind the audience that they are to remain in their seats and cannot enter or leave the room during a performance.
9. After the contestants are done performing, they should ask the judges for questions. If they do not ask, you will need to facilitate this.
10. When the contestants are done, excuse them from the room. Audience members may leave or enter at this time.
11. Instruct the judges that they are not to confer about contestants between performances.

12. After all contestants have competed, the judges are to add their scores and independently rank the contestants.

13. Using the ranking sheet provided, add the judges' rankings together to determine the contestant placings. Judges may confer to assign gold, silver, and bronze awards (as appropriate for the contest level).

14. District judges will select the two highest ranking contestants (ranked first and second with no ties) to enter the regional contest. Regional judges will select the two highest ranking speakers (ranked first and second with no ties) to enter the state contest. An alternate speaker will be selected by both the district and regional judges in the event that one of the selected contestants is not able to compete at the next level.

15. Prior to announcing the results, the individual contest chair and general contest chair (host advisor) are to use a calculator to re-add the judges scores and rankings to certify that the results that will be announced are correct.

16. In consultation with the judges, determine who will give the results. It can be the general contest chair, the individual contest chair or one of the judges. Results should be announced in reverse order.

17. Before the judges leave the contest room, collect all of their judging sheets so that you can give all contest materials to the general contest chair.

18. If a critique is provided to the speakers prior to announcing the results, please have the judges do this in a way that will not indicate the results.