Chief Judge's Briefing Checklist

Review with Humorous & International Speech Contestants

(Conducted by Chief Judge at the Contest with Judges, Timers & Counters)

Review with:

TIMERS

- ☐ Filling out Timer's Sheet
- ☐ Test the timing equipment (also with speakers)
- ☐ Contestant speaking order (if known at the time)

COUNTERS

- ☐ Filling out Counter's Tally Sheet
- ☐ Ballot collection process
- ☐ Contestant speaking order (if known at the time)

TIE-BREAKING JUDGE *(include in briefing with all judges to maintain secrecy)*

- ☐ Meet privately before or after judges briefing to review specifics about the tie-breaking ballot
  - ☐ They must rank ***all*** contestants *(first to last)*
  - ☐ They must sign ballot form
  - ☐ Arrange to collect tie-breaker's ballot while all other ballots are being collected

JUDGES

- ☐ Review the judging ballot form *(a category such as CONTENT is 50%, etc.)*
- ☐ Know your personal bias *(mark ballot form as objectively as possible)*
- ☐ Review common bias *(such as 1st / last speaker syndrome, underdog, halo, etc.)*
- ☐ Ignore timing
- ☐ Judge against model speaker
- ☐ Fold sheet *(right to left)* to minimize comparisons
- ☐ Scoring from bottom-to-top of form, subtracting instead of adding, *etc.*
- ☐ Avoid total scoring until end of contest
- ☐ Review criteria / ethics on back of judge's form
- ☐ Sign ballot form now!! Tear off bottom part
- ☐ Rank 1st, 2nd, 3rd *(ignore the points on the side)* (ballots must have three names, but only three names)
- ☐ No ties!!
- ☐ If need more than allotted time to complete ballot, leave the room
- ☐ Judges to be distributed throughout contest room
- ☐ Instruct them on what to do to protest *(only regarding originality; write note on ballot)*
- ☐ Protest(s): basis - Originality - by contestant or judge, to Chief Judge or Contest Master
- ☐ Disqualification(s): basis - Protest on originality or timing

Created/revised by Carmen Lowe 4/22/96, revised by Richard Skinner 6/6/96
Last revised by Carmen Lowe 9/9/04

JUDGES, TIMERS, COUNTER BRIEFING CHECKLIST

SUPPLIES TO BE PROVIDED BY THE CHIEF JUDGE

- ☐ "Judges Guide and Ballot" *(at least one per judge, with envelopes)*
- ☐ "The Tiebreaking Judge's Guide and Ballot" *(one with envelope - suggest marking TB on outside)*
- ☐ "Speech Contest Time Record Sheet and Instructions For Timers" *(at least two)*
- ☐ "Counter's Tally Sheet" *(three)*
- ☐ Speech Timer with Lights *(one) - suggest backup lights and / or colored paper, also ext. cord*
- ☐ "Contest Results Form" (*to be given to the Contest Chair when the results are official)*
- ☐ Stop Watch *(at least one)*
- ☐ List of contestants *(at least one for each member of the judging team)*
- ☐ "Contest Rules" #1171 *(at least one for each judge)*

The following are required for the Regional and International Contests (only):

- ☐ Copies of the completed "Speaker's Certification of Eligibility and Originality" *(#1183, five)*
- ☐ "Qualifying Judge's Sheet" *(#1186, five)*
- ☐ "Contestant's Previous Speech Outline" *(#1185, five)*

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