



IESA State Speech Contest Hostbook

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Preparation for an IESA Speech Contest

Hosting an IESA Speech Contest is a great experience. Although it requires a great deal of work for the host school, you will reap the benefits of knowing that you have provided the participating boys and girls with an experience that will last a lifetime. The reward is seeing the joy, fun, and excitement of the participating boys and girls. This booklet was developed by members of the Speech Advisory Committee and past hosts to facilitate your preparation for contest. Suggestions for changes should be forwarded to the IESA Office. This manual has been updated to reflect changes for 2019.

Preparation of schedules, floor plans, performance room locations, parking areas, entry sheets, and details governing behavior and general conduct must be accomplished as early as possible.

Carefully follow the speech contest regulations from the IESA Handbook and the 2019 Speech Terms and Conditions.

As soon as you have set your contest date, please contact the IESA Office with that information. We will notify your contest area with your date and contact information.

This host book is divided into a checklist and items that correlate to the checklist. Supplementary materials are included in the back of the host manual.

SOME TIPS FROM PAST HOSTS

- Start planning early and ask for help. Email works great for lots of the communication.
- Be sure to have plenty of help. Student council, office help and students in speech. They are helpful as runners, room set-up and clean-up. Plan for more help than you think you will need.
- Be flexible with scheduling and always have someone double-check your work.
- Be prepared for many calls and emails asking you to make changes to your schedule of performances—stay cool, it happens! Be prepared to reconstruct your schedule up to the last minute.
- Hire judges well in advance.
- Go “green” by posting the contest schedule, booklet, coaches’ instructions on a webpage. We went fairly “paperless” this year and saved by not making countless copies.
- Have the “guest” schools email addresses. They can keep in touch advising host school as to changes ahead of time. Plus, host can inform participating schools regarding any necessary information.
- Be organized from the very beginning. It makes everything so much easier.
- Contact previous hosts for help.
- Be prepared for the unexpected...flexibility is a must.
- Smile, relax, and enjoy the performances.
- Hire extra help!

PREPARATION CHECKLIST

This is a general activity order and checklist to help you organize and plan for your contest:

SPRING

Determine the contest date.

Once this has been set, contact the IESA Office to inform them of the date. Set your contest date as soon as possible.

Determine the number of rooms and judges that you will use for contest.

The number of rooms that you will be using will be determined by your facility. Once you have determined the number of rooms, you will know how many judges to hire for your contest.

Determine the method for scheduling and the approximate length of your contest day.

You can contact the IESA Office for the number of entries from the previous year for your contest area or access this information from the Speech page of the IESA website (www.iesa.org).

Decide if you will offer concessions and how this will be accomplished.

Parent groups or school groups are a good place to start.

Plan meals for Judges and Coaches

Map out the traffic pattern for your contest.

Areas to keep in mind when planning: concession area, restroom access, admission gate, central information center, gym or other large space, hospitality room, judge meeting room.

Prepare an email distribution list of speech coaches in your area.

Contact the IESA Administrator- Nicole- for this information. It will also be possible for you to use the IESA Entry Center to send emails to the schools in your area.

Prepare driving and parking instructions.

You should plan on parking areas and instructions for schools. Determine if you will be keeping the general parking and bus parking in the same areas and areas for workers and judges.

SUMMER

Begin to hire judges for your contest.

The IESA will provide you with a list of judges. You may also want to contact the host from the previous year for suggested judges. It is advisable to begin this process as early as possible.

Confirm judges.

Copy and send the judge instructions to all judges who will be working your contest. Please remind the judges that it is extremely important for them to attend the judge meeting that will be held prior to the start of the contest.

Begin to recruit volunteers/workers for your contest.

Recruit more than you think you may need.

FALL

- Check your area entries regularly and requests for special scheduling needs from participating schools.**

You can access this information through the IESA website. This will keep you updated as to which schools will be attending your contest and how many entries you can anticipate.

- Once the deadline for entering participant information has passed, download the spreadsheet/database for your area. Prepare the contest schedule.**

This will be all of the entry and participant information for your area.

- Open the contest box sent to you from the IESA. (3 weeks before contest)**

This box will contain all of your adjudication sheets, labels, awards, and financial report. This box is sent via UPS.

TEN DAYS PRIOR TO YOUR CONTEST

- Prepare rating forms for schools and wall charts.**
- Prepare facility signs.**
- Prepare name tags for your judges and workers.**
- Prepare/obtain paychecks for judges. Please be prepared to pay judges the day of contest.**
- Prepare adjudication sheets and materials for set-up.**
- Send the program/schedule to all participating schools and judges. (at least 10 days prior to contest)**

This should include the schedule of events and all of the information regarding your school.

- Prepare your volunteers.**

Meet with your volunteers and review their duties with them. Let them know where they can find you during the contest; you may want to provide them with your mobile phone number.

DAY BEFORE

- Begin set-up.**

DAY OF CONTEST

- Welcome judges and show them to the hospitality room.**
- As the contest begins make sure that hallways are clear and quiet.**
- Check with your "Headquarters" workers regularly to make sure everything is running smoothly.**
- Collect Judge's Choice Award forms.**
- Clean up.**
- Send all post-contest information to the IESA Office. Don't forget to include the cost of awards in your check. Extra awards will not be sent until your report is received to the IESA Office.**

THE FOLLOWING INFORMATION CORRESPONDS TO THE ACTIVITY CHECKLIST. INFORMATION IS ORGANIZED IN THE SAME ORDER AS THE CHECKLIST.

DETERMINE THE CONTEST DATE

There are six dates from which you will be able to select your contest date. Please refer to the IESA website for these dates. Meet with your principal and Athletic Director to select the date that will work best for your school. It is recommended that you also keep in mind the past practices of your contest area. For instance, some contests are traditionally held on Friday night. When choosing your contest date, consider school athletic and community events that may pose conflicts. If this is your first time hosting a contest, you may want to consider selecting one of the later dates as it will give you more time to prepare the schedule.

Once you have selected your date, notify the IESA Office. You should have received a form from the IESA requesting the date of your contest and the contact information of the contest manager. Please complete this form and fax it back to the IESA Office prior to leaving school for the summer. Once this information has been received, the IESA Office will post this information to the website and notify participating schools.

DETERMINING THE NUMBER OF PERFORMANCE ROOMS

The number of rooms that will be used for your contest will be determined by the size of your facility, the length of your contest day, and the estimated number of events from the schools in your area. You can contact the IESA Office for the number of entries from the previous year for your contest area. You can also access this information from the Speech page of the IESA website. On the right-hand side of the Speech page, select a year from the drop down menu. Then click on the "Select a Year" button. Next, click on "Contest Entries" under the archive menu. The entries are listed in order of contest area.

Once you have determined the number of performance rooms, you will know how many judges to hire for your contests and the approximate length of your contest day.

DETERMINING THE NUMBER OF JUDGES

There are several things to consider when determining how many judges to hire.

- How many rooms will you have available?
- When would you like your contest to start and end?
- The number of entries your contest area submitted the previous year.

Keep in mind that you should allocate approximately 15 minutes per entry. With this information, you should be able to determine the number of judges you will need.

Another way to determine the number of judges is to consider that a judge will average 20-25 entries in a day.

Included are some average numbers. These are all based on a 4-5 hour day:

Less than 100 entries: 5-6 judges

100-150 entries: 6-9 judges

150-200 entries: 9-12 judges

200-250 entries: 12-14 judges

DETERMINE THE METHOD FOR SCHEDULING AND THE APPROXIMATE LENGTH OF YOUR CONTEST DAY

Your contest day must begin with a 30 minute judges' meeting chaired by the Judge Representative.

You may choose either of the following options to schedule the performances:

Option 1: Time Intervals

- Block your time schedule into twelve to fifteen-minute periods for all events. Allow adequate time between each event for those contestants with conflicts.
- Give each judge a fifteen-minute break in the morning and in the afternoon.
- Don't forget to schedule in a lunch break. Judges should be scheduled for a 30 minute lunch break.

Option 2: Session Scheduling

- A session is a block of time during which several presentations are made with the same judge.
- All participants and spectators remain in the performance room until each presentation has been made in that session.
- In most cases, 60 minutes is allotted for each block or round.
- Each performance room has approximately five presentations scheduled per round.
- The number of rooms would be determined by the number of entries for the contest and the number of rooms and/or judges available.
- It is advisable to schedule a ten-minute break between each session to allow for delays and

movement to other performance rooms.

- Don't forget to schedule in a lunch/dinner break.

DECIDE IF YOU WILL OFFER CONCESSIONS

This is a great potential money-maker for your school. Find a group within your school who would be interested in running the concession area—parent boosters, boy/girl scouts, 8th grade class trip, etc. This group should be in charge of ordering food and organizing workers. Work with this group to prepare a menu that can be distributed to the participating schools prior to the contest.

PLAN MEALS FOR JUDGES AND COACHES

Plan a hospitality area for judges, bus drivers, instructors/coaches, and school administrators. A \$100.00 allowance has been made for the cost of refreshments/hospitality.

For Saturday contests, you should consider breakfast-type items and lunch- depending on the length of your contest. Friday night contests should include dinner. If you are offering concessions, the group who provides them may also be willing to manage the food for hospitality.

MAPPING OUT THE FLOOR PLAN AND TRAFFIC PATTERN FOR YOUR CONTEST

Include and label the following areas in your floor plan: admission gate/central information center, performance rooms, concession area, restroom access, contest headquarters, gym or other large space for home base and result posting, hospitality room, judge meeting room. Try to keep the performance rooms away from the areas where it will be impossible to control the noise level.

Assign a designated classroom or gymnasium space to each school as a “home base” in an area of your school where students are not required to be absolutely quiet. Have each school regulate its own area. Emphasize that valuables should not be left in this area.

PREPARE AN EMAIL DISTRIBUTION LIST OF THE SPEECH COACHES IN YOUR CONTEST AREA

Prior to the Speech Entry Deadline, contact Nicole at the IESA Office for a distribution list. After the Speech Entry Deadline you will be able to use the Speech Entry Center to send emails to your contest area.

PREPARE DRIVING AND PARKING DIRECTIONS FOR SCHOOLS, WORKERS, AND JUDGES

Attendees may arrive by car or bus. Prepare clear driving and parking directions for all. If you can also obtain a map of the area surrounding your school it will help clarify these instructions.

HIRE JUDGES

In the Spring, the IESA Office will send you host instructions and a judge list. The list of judges will contain the mailing address, phone numbers, and, in some cases, the email address of each judge. If you are not familiar with any judges, contact hosts from recent years or other coaches in your contest area for their recommendations. Identify the judges you would like to hire for the contest and contact each one to determine if they are willing and able to judge at your contest. ~~The IESA will hire a Judge Representative and send you his/her name and contact information. You should also hire this person as one of the judges for your contest.~~

You do not have to select your judges from this list alone; however, it is entirely unfair to the students to simply bring in warm bodies to fill the role of a judge. Please make sure that judges are familiar with IESA speech. As a host, you will receive far fewer complaints when judges are competent.

Please familiarize yourself with By-law 2.133. "Speech contest hosts shall obtain judges for the contests, preferably from the approved list of judges provided by the IESA Office. Host schools shall provide the speech judges with complete rules for the conduct of the contest. All judges shall be people well-versed in the ability of elementary and junior high students to express ideas orally. No coach serving as a judge shall judge students from his or her own school."

Contact judges as early as possible. Judge contracts are available for you to download from the IESA website.

CONFIRM JUDGES- MAIL CONTRACTS AND CONTEST INFORMATION TO JUDGES/COMPLETE JUDGE CONTRACTS

In early September, prepare a contract and cover letter for each judge and assemble the contest information listed in the table below.

All judges are to be paid \$20.00 per hour, beginning with the mandatory judges' meeting. The Judge Representative is also to be reimbursed for mileage at the rate of \$0.415 per mile. Plan to pay judges on contest day.

Cover Letter	<p>The cover letter should include:</p> <ul style="list-style-type: none"> The exact time they must meet for the judges' meeting. Remind judges that they must attend the judge meeting. The approximate end time of the contest. Request that each judge bring a stopwatch unless you can provide them. <p>If you will not be paying judges the day of the contest, inform them as to when they can expect payment.</p> <p>Request an e-mail address so you can forward the schedule/program to them when it is complete.</p>
Judge Contracts	<p>A sample contract is available at the IESA website, on the Speech page, under Forms, Host forms.</p> <p>For the Judge Representative, complete all prompted information including "Expenses" which can be entered as "<i>n</i> miles at \$0.415/mile = \$<i>total</i>."</p> <p>For other judges complete all prompted information except for "Expenses."</p> <p>Ask your principal to sign each contract.</p>
Speech Judges' Manual Speech Terms and Conditions	Download from the Speech page of the IESA website and make a copy for each judge.
Driving & Parking Directions	Also include an area map if available
School Floor Plan	Indicate location of Judge's Meeting
Pre-addressed and stamped envelope	For return of signed contract

Mail the above to each judge.

Judge Representative: ~~The IESA will contract your judge representative. That name will be forwarded to you prior to your contest. Please make sure that you contact this individual. This individual should also be hired as a judge for your contest.~~

2021- The IESA will not be assigning a judge representative to your contest. Please assign one of your more experienced judges to this position.

The Judge Representative will resolve any questions or concerns at your contest with regard to judging or rule interpretation. Refer all coaches to the Judge Representative if they have questions or concerns regarding the rules or judging. The Judge Representative will be responsible for conducting the mandatory judge meeting prior to the start of the contest. The Judge Representative will be the only judge to receive mileage- \$0.415 per mile.

BEGIN TO RECRUIT VOLUNTEERS/WORKERS FOR YOUR CONTEST

Selecting volunteers will be an extremely important component of your contest planning. Try to recruit your volunteers as early as possible. Additionally, plan on recruiting more volunteers than you think you will need. There are always cancellations on the day of contest. You can solicit volunteers from school staff, high school students, PTA members, Booster Club members, etc. The individuals within these groups are an excellent resource, especially if they have participated in contest in the past. Recruit volunteers for the responsibilities listed in the table below. The minimum quantities noted are those that you will need at any one time. You may also want to divide your contest day into work shifts. Make sure that all volunteers understand their duties and responsibilities prior to contest day.

Responsibility	Duties	Minimum Quantity
Contest Set-Up	Prepare performance rooms, hospitality room, admissions gate, concession area, "home base", etc....	As many adults and students as you can get!
Admissions	Collect admission fees. Distribute name tags to coaches and volunteers. Answer guest questions, provide directions.	2 adults
Hospitality Room	Prepare room for meal. Set up meal.	1 or 2 adults
Concession Workers	Order and serve food items.	2 adults
Door Guard for Performance Rooms	Close the performance room door at the beginning of each period or session. Prevent people from entering the room during performances. *Audience members are only allowed entrance during the scheduled breaks determined by the scheduling method. Never allow members in during a performance.	1 adult for each performance room. Younger students are not recommended for this position.
Hallway Monitors	Remind people to be quiet outside of performance rooms	1 or more adults, depending on the length of your hallways. Younger students are not recommended for this position.
Ratings & Awards	Checking contestant's time, recording final ratings, and placing correct awards in envelopes/containers.	2 or more adults, depending on the size of your contest
Result Facilitation (Runners)	Gather adjudication sheets from judges after each session/period. Record results on posters at "home base."	2 or more adults or high school students
Clean-Up	Put the school back in order.	As many adults and students as you can get!

* **IESA State Speech Merchandise:** In some cases, the IESA merchandise vendor, *The Cubby Hole*, will sell merchandise at your site themselves. *The Cubby Hole* will contact you with this information and any further instructions. They can be reached at 1- 217-854-8511. If you would like Cubby Hole to sell at your site, please contact them regarding this request. Keep in mind that they may not be able to accommodate your request. If Cubby Hole will not be at your site, merchandise will be available for purchase online. Please make sure your participating schools are aware that merchandise will not be available onsite and that they must purchase online.

Ratings and Awards workers shall be responsible for checking contestant's time, recording, posting final ratings, and placing correct awards in envelopes. Judges will not post the final ratings. Ratings and Award workers are responsible for lowering the ratings and posting the final ratings. Make sure that your office workers are aware of this responsibility.

Tab Room – label a box for each participating school. In each box place judge evaluation forms and instructions to rate judges on-line. As adjudication forms come in, attach the awards to the adjudication form and place in the correct school's box. Keep in mind that you must keep a master copy of every rating/award given.

Make name tags for all of your workers. Or provide some means to identify these people to visiting schools/parents.

REQUEST SPECIAL SCHEDULING NEEDS FROM PARTICIPATING SCHOOLS

In early October, send an email to the coaches in your contest area to remind them to submit their entry information by the IESA deadline. Additionally, ask them to submit any special scheduling needs such as students in multiple events, separate performance times for siblings, and early/late performance times to you. This information will not be included in the registration information that you download from the IESA website and you will want this information before you begin preparing the schedule. The following is a sample email that you may adapt.

Coaches:

I will soon begin preparing the performance schedule for the IESA Area (number) Speech Contest scheduled for (date) at (school name) in (city). The contest will begin at (time) and run until approximately (time), depending on the number of registrants.

Please remember that **the IESA registration deadline is midnight on (day, date)**. If your students have any special scheduling needs such as those listed below, please let me know by **(your deadline) or sooner** if possible. List the names and events of all students:

1. performing in multiple events
2. requiring separate performance sessions/periods if parents want to attend all of their children's events
3. requesting early or late performance times due to other scheduling conflicts

I cannot promise that I will be able to accommodate all requests, but I will do my best.

Please confirm that you received this e-mail.

Thank You,

(your "signature")

If a school has many special scheduling needs, you may want to ask them to provide you with a sample schedule. You can then use this as a guide when completing your schedule.

PREPARING THE PERFORMANCE/CONTEST SCHEDULE (DOWNLOAD IESA SPREADSHEET)

Each school will submit their speech entries on-line. This is done through a two-step process.

Event Entry: All participating schools will need to go on-line to submit the number of entries they will have in each category. Schools will need to do this prior to the initial entry deadline and final entry deadline. Once the IESA Office has received their entry fees, schools will be sent a password and instructions for registering their participant information.

Participant Registration: Each school must submit their participant information on-line during the registration period. Participant information includes: names, years in speech, event, name of piece, special accommodations (e.g. speech or hearing impairment), and year in school.

Once the registration period has closed, the IESA Office will notify you by email that the participant information is available and give you instructions on how to access the information. The information will be in a spreadsheet format. You will need to access the Speech Entry Center using your speech password. Participant information for your contest area will be available by accessing the appropriate link. There will be a link for PC data and Mac data. After you access the link, save the spreadsheet to your network or hard-drive as your "master" list. If you have any problems accessing the data, contact the IESA Office.

Using the Spreadsheet

Here are some things that you should know:

If any school in your area did not enter their participant information during the registration period, their information will be blank in the spreadsheet. This may also be true of individual entries. Those schools that did not enter their data online should forward their information to you in a format that is most convenient for you.

Each participant will have their own data line. For instance— In a duet, there will be two lines in your spreadsheet designated for that event. Each event is given an entry ID number so that you will always know the students designated to the event. Students with the same entry ID number will be participating in that event together.

The fields in your spreadsheet will be: school name, event name, event ID, last name, first name, selection, author, grade, year in contest, and special accommodations.

Prepare the Contest Performance Schedule

- Identify students in multiple events and those who have siblings performing at the same contest. Although you should have already received special scheduling requests from your area coaches, it is a good idea to verify that the information is complete and accurate.
 - Add a new column to the spreadsheet with the heading “Special Requests.”
 - Highlight all the columns and rows for a particular school.
 - Sort the data by last name then first name.
 - Identify those students who are in multiple events and/or have a sibling also performing and enter a notation in the new “Special Requests” column, such as “2 Events” or “3 Events” and/or “Sibling: (name)”.
 - As you are making the schedule, pay close attention to your notations as they will help you to avoid scheduling conflicts.
- Set-up individual worksheets within your spreadsheet for every room that you will be using for the contest. On each worksheet, set-up your time schedule. This way you will be able to cut-and-paste students from the master list into the room list.
- Vary the type of work and schools that each judge will assess.
- Try to avoid putting the same script in the same room or in the same session.
- Spread all of the Improv Duets throughout your schedule. Do not schedule them all with the same judge.
- Schedule all of the Team Improvs with judges who are familiar with the event. This type of event should not be given to inexperienced judges.
- Schedule all those students with conflicts first.
- Next fill in the rest of the schools.
- Fill in your students in the remaining blanks. Always do this last, except for your own students with conflicts.
- There may be blank entries in your spreadsheet. You may want with more than two or three blank entries to see if these will be used or dropped. You should schedule some of these empty events to accommodate any late changes you may have to make.
- Save your work often!
- Have someone double-check your schedule.
- Just before distributing the completed schedule enter the date or a version number at the bottom of each worksheet. If changes need to be made to any schedule after it has been distributed, this will make it easier to ID the current one.

After the Participant Registration deadline, all event changes must be submitted to the host school with a \$25.00 check made payable to your school– i.e. changing a small group to a duet, or changing a duet to a solo. The fee was established to compensate the additional time spent by the host school in making these accommodations. Participant name changes within an entry or the elimination of an entry will continue to be accepted by host schools with no fee– i.e. changing personnel within an entry, dropping an entry, adding names to an entry.

Please make sure that you send each of your judges a copy of the schedule. This will allow them the opportunity to review the rules for those events that they have been assigned. Also, make sure judges are aware of any special instructions or information that the coaches have entered for particular students.

You may want to post a room schedule outside of each contest room.

Be flexible and be prepared for many calls and emails asking you to make changes to the performance schedule – stay cool, it happens! Be prepared to reconstruct your schedule up to the last minute.

RECEIVE AND VERIFY CONTENTS OF IESA CONTEST BOX

Approximately three weeks prior to your contest, the IESA will send you a host contest box via UPS. This box will contain all of your adjudication sheets, participant information labels, awards, judge evaluation forms, Judge’s Choice Award forms, financial report, a check for 95% of the entry fees, and post-contest instructions.

Attach the participant information labels to the appropriate adjudication sheets. For example, a label for a duet entry should be attached to a duet adjudication sheet. Examine each participant label before attaching it. You may receive some labels for events that were initially entered, but were not registered with participant information. These labels should not be attached to adjudication sheets unless you receive further information about them from a participating coach.

Pay close attention to the labels for large events. These events often have information on two different labels.

SEND THE PROGRAM/SCHEDULE AND OTHER CONTEST INFORMATION TO ALL PARTICIPATING SCHOOL COACHES

You can send the information electronically or on paper. The coaches will make the schedule/program available to participant families so be sure to include all the information they will need. Include the following in your correspondence.

- Schedule/Program
- Cover/Welcome Letter which should include:
 - Welcome to your contest

- Request to notify you immediately if errors are found in the schedule/program.
 - School's location, driving, parking and bus unloading/loading instructions
 - Location of contest entrance and admissions gate
 - Admissions Fees: IESA admission fees for this event- \$2 for K-8 students (excluding contestants) and \$3 for HS students & adults (excluding speech coaches). Ask families to bring small bills.
 - Concessions menu, prices, operating hours, and any limits on where refreshments may be consumed.
 - Location of the home base area and where contest results will be posted
 - Location of contest headquarters where coaches will verify results and pick up adjudication sheets and awards. Make sure you indicate the check-out procedures for coaches.
 - Location of the hospitality room and the time when lunch/dinner will be served to coaches and judges.
 - Request for the number of coaches who will be eating a meal in the hospitality room. Be sure to convey the total number of coaches and judges who will be served to your hospitality committee.
 - Request for a list of the names of all coaches, as they would like them to appear on their name tags, who will attend the contest.
 - Indicate if schools need to provide any equipment for contest.
 - Instructions for coaches to pick up their name tags at the admissions gate.
 - Instructions regarding drops or substitutions on the day of contest. Make sure coaches understand that any changes to the performance roster must go through the contest office. Coaches may not make changes on their own.
 - Instructions for behavior in the hallways and rooms
 - Your school's liability policy (e.g., _____ School is not responsible for any lost or stolen items.)
- Map to School or Area Map
 - School Floor Plan

SEND PROGRAM SCHEDULE TO ALL JUDGES

Email the program schedule to all of your judges and let them know in which room they will be judging. This will allow them the opportunity to review the rules for those events that they have been assigned. Remind judges of the start time of the judge meeting. Additionally, make sure that the judges have the site address and the host's contact information.

PREPARE RATING FORMS AND WALL POSTERS

After you have finalized the schedule, you can prepare the documents you will need to record the contest results. Unlike the contest schedule, this information will be organized by school rather than by room. These documents should have a separate line for each event and list the names of each performer. A space should be included where the rating can be recorded on contest day.

For example:

School Name	
Session I	Rating
Adams/Baxter	
Campbell/Dodd/Everyly	
Faulkner	
Grange/Hill	
Session II	
Ingalls	
Etc.	
Coach Signature (rating form only)	

The Rating Forms will be used to keep track of the distribution of awards and can be printed on regular sized paper. Make two copies of each form and place one in the container (envelope, box, or bag) that you will use to assemble the awards for each school. The other copy will be used by the Runners/Result Facilitators to record the results on the wall posters at home base.

The Wall Posters should be enlarged versions of the Ratings Forms. They can be prepared by hand, by using a poster printing capability on your school printer/copier, or by increasing the font size of your Ratings Forms and printing them on multiple pieces of paper.

PREPARE SIGNS

Prepare the following large legible signs:

Registration Table

“There is an admission charge for all IESA contests./Contest Admission: \$2.00- Grades K-8 and senior citizens/\$3.00– High school students and adults/This charge has been approved by the IESA Board of Directors.”

“Coaches & Volunteers: Please pick up your name tags here.”

Outside Doors

Speech Contest Welcome & Entrance (Signs on any locked doors directing people to entrance door)

Performance Rooms

e.g., “Room #1”

Post signs in performance rooms and hallways that audience members are to turn all cell phones and pages to "silent" mode or turn them off completely.

*You may also want to post a room schedule outside of each contest room.

“Hospitality Room for Judges & Coaches”

“Speech Contest Headquarters”

Directional Signs pointing the way to performance rooms, restrooms, etc.

PREPARE NAME TAGS FOR JUDGES, COACHES, AND VOLUNTEER WORKERS

Name tags will help the admissions gate workers identify those attendees who should not be charged an admission fee. The tags will also make it easier for visiting schools/parents to recognize these people. Name tags can be word processed and printed or prepared by hand. The IESA will provide a name tag for the Judge Representative.

ARRANGE THE ADJUDICATION SHEETS IN ORDER OF PERFORMANCE

Once the performance schedule has been finalized, arrange the adjudication sheets for the judges in the order in which they will be judged.

PREPARE/OBTAIN PAYCHECKS FOR JUDGES

IESA recommends that judges be paid on contest day. Host schools are also responsible for paying the Judge Representative. If possible have paychecks made out for each judge so you can give them out before the judges meeting or during the lunch break. If you will not be paying your judges on contest day, please let them know this in advance. Judge pay should begin at the start of the judges meeting and should include a 30 minute paid lunch break.

GATHER MATERIALS FOR SET-UP

For Each Judge (these items may be provided to the judges in the Hospitality Room or Performance Rooms

- Stopwatch (unless you have asked the judges to provide their own)
- Two sharpened pencils
- One Judge's Choice Award form
- Adjudication sheets (in proper order)
- Team Improv Game list and prompts
- Paychecks

Performance Rooms

3x5 cards and a writing instrument for Impromptu Speaking events

Admissions Table/Gate

- Copies of Contest Schedule
- Cash Box
- Name Tags
- Signs (see step #18)

Contest Headquarters

- Container (envelope, box, or bag) that you will use to assemble the awards for each school
- Rating Forms
- Pencils/Pens
- Markers for recording results on wall posters (one for each Runner/Result Facilitator)
- IESA Speech Events and Limits

Home Base

- Wall Posters

SET UP

Place the materials gathered in the outlined steps in the appropriate rooms.

Hospitality Room

Drinks and snacks for judges

Bottled water for judges to take to performance rooms

Performance Rooms

Provide a wide unobstructed area for performers. Please make the performance areas as "performer friendly" as possible.

Provide Props (table and chairs as listed in the IESA Speech Terms and Conditions)

Provide a Judge Table/Desk and chair with an unobstructed view of the performance area.

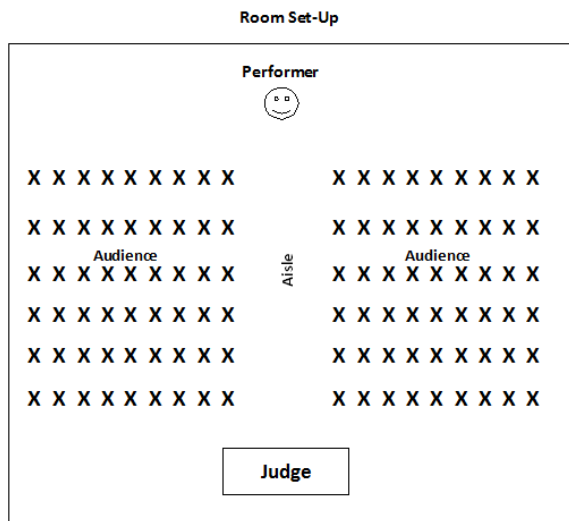
Audience seating

Chorale events should have enough room for a maximum of 20 performers. You may also need a larger room for Team Improv and Small Group.

Remove objects from the performance areas that could confuse participants or judges.

Remove objects that could potentially be considered props from the performance area.

Judges materials as outlined earlier.



Contest Headquarters

Items as outlined earlier.

Home Base

Table and chairs or a designated area for each school

Wall posters displayed on walls

WELCOME JUDGES AND SHOW THEM TO THE HOSPITALITY ROOM FOR THE JUDGE MEETING.

The Judge Representative will be responsible for conducting the mandatory judge meeting prior to the start of the contest. In your communications with the judges, inform them of the exact time they must meet for the judge's instruction session conducted by the Judge Representative. The meeting should be held 30 minutes prior to the scheduled start of the contest. The judge representative for your contest is responsible for chairing this meeting. THIS IS A REQUIRED MEETING. If a Judge Representative is not present, judges should still assemble before the contest to review the rules.

AS THE CONTEST PROGRESSES MAKE SURE THAT HALLWAYS ARE CLEAR AND QUIET.

CHECK WITH YOUR HEADQUARTERS PERSONNEL REGULARLY TO MAKE SURE THAT EVERYTHING IS RUNNING SMOOTHLY.

As schools complete their performances, coaches will come to HQ pick up their awards and ratings sheets. See the Ratings and Awards Procedure. The Judge Representative will resolve any questions or concerns at your contest with regard to judging or rule interpretation. Refer all coaches to the Judge Representative if they have questions or concerns. Remind coaches that questions or concerns need to be addressed prior to their leaving contest.

Tab Room – label a box for each participating school . In each box place judge evaluation forms and/or instructions to rate judges on-line. As adjudication forms come in, attach the awards to the adjudication form and place in the correct school's box. Keep in mind that you must keep a master copy of every rating/award given.

COLLECT JUDGE'S CHOICE AWARD FORMS.

Each judge should have completed one Judge's Choice Award form. Collect these as your judges depart at the end of the contest. It is possible for you to mark the Judges' Choice recipients for your contest from the Speech Entry Center. If you do not mark the recipients online, please fax the information to the IESA Office- 309-829-0625. The IESA Office will mail certificates directly to the winners.

CLEAN UP

SEND POST-CONTEST INFORMATION TO THE IESA OFFICE.

Follow the instructions included in your IESA Contest Box.

Send your financial report form to the IESA Office. Enclose payment for awards and the IESA profit ALONG WITH ANY UNUSED AWARDS.

Send the following to the IESA Office with your financial report and awards:

- Judge Contact Information: Please forward the names and addresses of all your judges to the IESA Office. A form has been provided for this purpose.

- Judge Evaluation Forms: If any instructors submit their judge evaluation sheets, please forward them to the IESA Office. The IESA takes these evaluations very seriously– so please be sure to send them.
- Judges Choice Award Winners: Please enter the winners information online or fax the complete names of those students who received a Judges Choice rating to the IESA Office within 3 days following your contest. Make sure information has been completed.

FINANCES

All entry fees from those schools participating in your contest will be collected by the IESA Office. A check for 95% of the total amount of entry fees for your area will be sent to you to conduct your contest. You will also collect an admission fee on the day of contest. This money will also be used to cover the expenses of the contest. Admission fees are as follows:

- \$2.00- Grades K-8 and senior citizens (62+)
- \$3.00– High school students and adults
- IESA Activity Passes are accepted for admission.

All entries are to go through the IESA Office. **DO NOT ACCEPT ENTRY MONEY DIRECTLY FROM THE PARTICIPATING SCHOOLS.**

A financial report form will be sent to you from the IESA Office. Keep accurate record of contest supplies, postage, etc.

Please complete the financial report and send it to the IESA Office within two weeks of your contest.

If your contest runs a deficit, you may assess the participating schools based on the number of entries for each school. This can only be done after your report has been submitted and approved by the IESA Office. The proper assessments for each school will then be returned to you from the IESA if you choose to make the assessments.

You should return a check to the IESA with your financial report. The check should include 1/2 of your contest balance and **THE COST OF THE AWARDS USED AT YOUR CONTEST.**

*** If your contest “broke even”, you still need to send a check to the IESA for the cost of the awards used at your contest.

*** If your contest ran at a deficit, you will still need to send a check to the IESA for the cost of the awards used at your contest.

The cost of the awards is factored into your contest expenses on the financial report. However, the awards have not yet been paid for from the contest funds. You will need to return a check to the IESA for the awards that were used at your contest. If your contest needs additional awards, please keep in mind that we will not be able to ship additional awards until your financial report is received to the IESA Office.

If you have any questions when completing your financial report, please contact the IESA Office.

IESA State Speech Merchandise: In some cases, the IESA merchandise vendor, *The Cubby Hole*, will sell merchandise at your site themselves. *The Cubby Hole* will contact you with this information and any further instructions. They can be reached at 1- 217-854-8511. If you would like Cubby Hole to sell at your site, please contact them regarding this request. Keep in mind that they may not be able to accommodate your request. If Cubby Hole will not be at your site, merchandise will be available for purchase online. Please make sure your participating schools are aware that merchandise will not be available onsite and that they must purchase online.

SUBMITTING SCHOOL-ISSUED CHECKS

Your check is cashed using remote deposit (it is scanned and electronically deposited). Please use the following guidelines when sending a check:

Computer generated checks are preferred.

Blue or black ink only.

Print clearly.

Do not write over the numbers located across the bottom of the check.

Do not staple.

Ratings & Awards Procedure

Overview

The Runners (Ratings Facilitators) will pick up the adjudication sheets from the performance rooms at the end of each session or periodically throughout the contest day and bring them to HQ. Fold the adjudication sheets in half or put them in an envelope to transport them to the Speech HQ room. Ratings & Award workers will review the sheets and record the results on the Ratings Record for each participating school. Runners will then take the information to the gym or home base and record the results on each school's poster.

Procedure

1. After receiving the adjudication sheets from the Runners, sort them by school.
2. Review "Judge's Rating" and "Time" recorded in the upper right corner of each adjudication sheet. Compare the time with the table below. If the time limit was not met, lower the rating by one and record it in the "Final Rating" area. There are no time violations for Duet Improv or Team Improv.

Event Type	Adjudication Sheet Color	Time Limit	Event Type	Adjudication Sheet Color	Time Limit
Solo Acting	Blue	5 – 10 min.	Duet Acting	Yellow	5 – 10 min.
Poetry	Blue	4-7 min.	Improv Duet	Green	No penalty
Impromptu Speaking	Red	0- 8 min.	Team Improv	Green	No penalty
Original Script-both Individual and Duet	Orange	5-10 min.	Small Group Acting	Tan	5-10 min.
Storytelling	Gold	5-10 min.	Chorale	Pink	6 – 10 min.

3. Record the final rating on the school Rating Record.
4. Give your adjudication sheets and Rating Record to another R & A worker to verify the results. It can be very disappointing for a student to have the wrong rating recorded on the results posters.
5. Place your Ratings Records on a clipboard and give them to a Runner who will record ratings on the posters in gym or home base area then return the forms to HQ.
6. Place the adjudication sheets and the correct amount (e.g., 1 for a solo, 2 for a duet, etc.) of each type of award in each school's award bag.
7. When all of the ratings for a school have been recorded, make a copy of the Results Record(s).
8. When the coach comes to HQ to retrieve the award bag, ask him/her to:
 - √ verify that the ratings record is correct
 - √ verify that the correct number of each type of award is in the bag
 - √ sign the original copy of the Results Record (to be retained by the school)
9. Place the copy of the Results Record in the award bag and give the bag to the coach.

IESA Speech Events and Limits

Event	# of Participants	Time Limit	# of Selections	Props
<i>Individual</i>				
Solo Acting	1	5-10 minutes	1-2	Single chair
Poetry	1	4-7 minutes	1+	Single chair
Impromptu Speaking	1	0-8 minutes		3x5 note card and a writing instrument
Original Script	1	5-10 minutes	1+	Single chair
Storytelling		5-10 minutes	1	chair
<i>Duet</i>				
Duet Acting	2	5-10 minutes	1-2	2 chairs/ 2 stools/ 1 chair and 1 stool/ 1 table and 2 chairs/ 1 table and 2 stools/ 1 table and 1 chair/ 1 table and 1 stool/ 1 table, 1 stool, and 1 chair
Improv Duet	2	0-8 minutes No time penalty.		2 chairs/ 2 stools/ 1 chair and 1 stool/ 1 table and 2 chairs/ 1 table and 2 stools/ 1 table and 1 chair/ 1 table and 1 stool/ 1 table, 1 stool, and 1 chair
Original Duet Script	2	5-10 minutes	1-2	2 chairs/ 2 stools/ 1 chair and 1 stool/ 1 table and 2 chairs/ 1 table and 2 stools/ 1 table and 1 chair/ 1 table and 1 stool/ 1 table, 1 stool, and 1 chair
<i>Small Group Events</i>				
Small Group Acting	3-5	5-10 minutes	1	1 table and 5 chairs
Team Improv	4-6	0-12 minutes No time penalty.	3 games	Max of 5 chairs
<i>Chorale Presentation</i>				
	9-20	6-10 minutes	1+	No props allowed