

Opening Meeting Notes

*Note: The blank spaces are for your tournament-specific notes

Notes for beginning of meeting Students AND Judges present

- Thank you for coming!
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- Any questions that come out throughout the day can be directed to....
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- The Rab Room is where?
- How does one get to the Tab Room from the current location?
- Where will postings be?
- Where is Extemp Prep? What room is Congress in?
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- Respect the rooms.
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- Where is the cafeteria or lunch room? Do they need to purchase lunch tickets? Where do they purchase lunch tickets?
- Location of Judge's lounge
- Stair locations. Elevator locations if someone needs it.
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- (Optional, only part of some tournaments) IMPORTANT - DE competitors have two DIFFERENT codes for their events. Competitors - please keep that in mind and put the CORRECT CODE on your ballots.
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- Nothing is more important to the tournament running smoothly than the obsessive checking of codes. Judges - check the top sheet. If a student isn't listed on it, DON'T judge that student. Have them check their room assignment and if needed, contact the tab room.
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- After finals, mosey on back here to the auditorium, where we ask people to wait for awards.
- Wifi
- Any Questions?

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Notes for Judges - After students are dismissed

- There are no time minimums - only maximums
- Time Signals are cool/keep the time of every competitor
- If you're unsure about anything, notify the Tab Room Staff
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- Write comments WHILE performers are speaking. They are expecting it.
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- Get ballots back to the Tab Room as soon as the round ends. They should be in the ballot table's hands within 10 minutes of the round ending.
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- In finals, there are multiple judges per room. Please don't begin the round without all of the judges present.
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- The best speaker in the room gets the '1' for first place.
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- Where is the Judges' Lounge?
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