Speech Judge's Check List

Check List: Running your round	
1. Welcome each student as they enter, **take attendance** (**ONLY** students listed on your device for this round may speak - send any student not listed on your device to the Tabroom.)	
2. Read event description and core skills on the ballot while waiting for students. If any student is very late, ask another student speaking later in the round to go to Tabroom with missing student's code number to get help. Begin the round so you don't delay the tournament.	
3. When starting the round, remind all to silence cell phones. Close the door.	
4. Follow order on your device; (exception is for double entry after Jan. 1) Open the specific ballot for that speaker (do not use RFD area – those comments go to all the students in the round). Call first speaker & lead the applause.	
5. Ask each student before they perform if they would like time signals. If signals are requested, make note of them to help you remember.	
6. Let the speaker know they can begin when they are ready; start timer when they begin. Just listen for first minute with a pleasant face.	
7 Write the title of their presentation at the top of their ballot. .Be objective; no personal opinions on piece-only presentation (and on writing skills for OO, Imp, Demo, OL, Story). Use core skills to write specific comments about their presentation while they are speaking. Give at least two specific positive comments and at least 2 specific suggestions, kindly worded, on where to improve. Give time signals requested with calm fingers. Always let them finish.	
8 Stop timer when they finish. Thank each student, lead applause, Record the time and briefly add to your ballot comments. There is more time to add to your comments later in the day.	
9. As each student finishes, mentally rank them as you go; make notes on scrap paper or separate doc. to refer to at the round's end.	
10. Repeat from step 4 for all students to present. When all have spoken, thank them and excuse all from the round.	
11. Finalize your decisions on rank. Add ranks into your device. Decide on quality points for each. The ranks and quality points need to go in descending order with 1 being the best in the round. No ties in rank or quality points and no decimals. Submit ranking and quality points as quickly as possible, then confirm to keep our tournament on time. Edit comments after you submit ranks and rates, you will then only see previous comments, event info would have to be seen on mmssl.weebly.com GREAT JOB! THANK YOU!	