

Example of Contract for Judges

The Danville Diamond Grade School and Judy Martin, Oakwood, hereby enter into the following agreement.

The said Judge agrees to be present and judge Speech on Nov. 5:

Date	Day	Hour	Place	Fee	Expenses
1. November 5	Saturday	8 a.m.	Diamond GS	\$20.00/hour	-
2.					

1. The said school will pay the said official the amount stated above for his services, provided that the obligation of the school ceases if the contest is cancelled because of an epidemic or similar emergency.
2. If a contract is made during a given school year for a contest to be held during the next school year and if, in the meantime, there is a change in the school principalship, the contract is valid only if and when the incoming principal has been notified of the existing contract and he has sanctioned it or has failed to inform the judge of cancellation within one week after the notification.
3. This contract becomes invalid if not signed and returned by the Judge on or before _____, _____

Principal _____ Date Signed _____, _____

Judge _____ Date Signed _____, _____

Home Phone _____ Business Phone _____

Example of Schedule Prepared for a Judge

Room #201 **Judge:** McDonald (Serious Presentations)

TIME	RATING	STUDENT/SCHOOL CODE NO.	SELECTION
9:00-9:10		Jill Parker/#2	<i>White Lilacs</i>
9:10-9:20		Jack Jones/#5	<i>Sonny</i>
9:20-9:30		Maria Scott/#3	<i>The Little Dancer</i>
9:30-9:40		Derek Michael/#4	<i>Our House</i>
 BREAK.....FOR.....THE.....JUDGE.....10 MINUTES			
10:30-10:40		Norman Shores/1	<i>My Buddy</i>

Example of Schedule for Judge Using Session Scheduling

Judge #7 R. Green--Music Room			
Round 1	Name	School	Title
9:00-10:00	M. Larkin	BHT	<i>Hit the Bricks</i>
	Wohrley/Zenner	DIX	<i>Who's on First</i>
	Schulz/Lotter	STA	Improv Duet
	Foster/Volk	SPE	<i>Sister, You're Crazy</i>
	Chorale Reading	BG	<i>Jack</i>
Round 2			
10:10-11:10	Ricca/Pyatt	BG	<i>Her First Patient</i>
	Graze/Weller	DP	<i>The Hypnotist</i>
	Beckwith	PV	<i>Puppy Love</i>
	King/Bender	IND	<i>Black & White</i>
	Mirza/Baker	FS	Improv Duet

Example of Participant Sheet

School: <u>Warsaw</u>				
CATEGORY	STUDENT	RATING	AWARDS ENCLOSED	HOST CHECK
Hum. Mon.	Susan Franklin	II	1 Red Ribbon	X
Duet Acting	Bill Miller	I	2 Medals	X
	Jim Turner			
Chorale Rdg.	7th Grade (10)	III	10 White Ribbons	X
Speech Instructor's Signature: _____				
Host Signature: _____				

IESA Speech Contest Check List

*Contributed by Kathy Litherland, Lincoln Junior High School

- _____ Set a site and date checking any athletic and/or musical events that may conflict.
- _____ Call IESA regarding the number of schools and entries from the previous year.
- _____ Determine how many judges you will need to hire.
- _____ Start hiring judges from the approved list.
- _____ Put return date on contracts.
- _____ After judges have been hired, forward Judge list to the IESA for the assignment of the Judge Representative.
- _____ Set up signs for rooms and in the gym. Make sure that guests know cell phones and beepers should be silenced.
- _____ Arrange for food manager.
- _____ Ask for help from parents and staff.
- _____ Send letters to schools.
- _____ IESA will send all contest entry information prior to contest. Information will be sent electronically and hard copy.
- _____ Hire custodian.
- _____ Type and send judge's letter and judge materials. Mail contracts.
- _____ Develop program including:
 - _____ Welcome
 - _____ Directions and/or map to the building and of the building
 - _____ Parking
 - _____ Food options
 - _____ Rules
 - _____ Regulations
 - _____ Results
 - _____ Admission prices
- _____ Assign helpers:
 - _____ Door people
 - _____ Supervision
 - _____ Office help
 - _____ Hospitality
 - _____ Greeters (general information)
 - _____ Runners
 - _____ Clean Up crew
 - _____ Admission gate
- _____ Schedule entries (watch for double and triple entries)
- _____ Send programs to schools including a list of their entries and times.
- _____ Resolve conflicts
- _____ Instruct helpers in writing
- _____ Contest day notify judges of cancellations. Resolve conflicts. SMILE!
- _____ Write thank you notes to all concerned.
- _____ Submit to IESA Office: financial report, excess medals and ribbons, judge evaluations, and Judges Choice award forms.