

CHAIRMAN OF THE EVALUATION PANEL SCRIPT

Sequence of events for each competition:

Chairman preps the evaluation panel, hands out packets as each competitor appears to compete, makes adjustments in schedule (if necessary), asks the team to sit in various locations in the room. Asks the competitor if he has a doorkeeper and who will be the spokesman.

SPEECH TO SIDELINERS AND COMPETITORS:

“The room will come to order. Spectators will please find seats immediately. The evaluators seat are (so marked / or located _____) and no spectator may sit within two seats of any evaluator. The doors are about to be closed. Anyone wishing to leave must do so now, or remain for the duration of the competition.”

“My name is _____ Chairman of the evaluation panel and it is my responsibility to conduct this competition with maximum fairness to the competitors. No disturbances whatsoever will be permitted. Spectators are to remain absolutely silent and in their seats. You are to ignore all gavel raps and are to respond in no way to any order or direction. You are not to participate in any portion of this ceremony. No open rituals or copies of the ceremony are allowed. Please turn off any pagers, cellular phones, watches, or other devices which may beep or make a sound during the contest.”

“We are about to witness competition in the _____ by (_____ of) _____ chapter.”

(To chapter spokesman) “Have you instructed your chapter member(s) that all questions must be asked through you to me, if the answers are to have any official standing?”

“Do you understand the operation of the time limit and that you must complete the competition and leave the room as you found it within _____ minutes of the official ‘TIME ON’?”

“After ‘TIME ON’ is called you may begin the set-up of the room. You may have assistance in setting up the room. We will then answer any questions you may have. When you are ready for the evaluation to begin you will say “BEGIN”. When you wish for the evaluation to stop, you will say “STOP”.

“Are there any questions on this procedure?”

Chairman says, “TIME ON”. The timer starts their stopwatch and says “TIME ON AT HH:MM”. Competitor arranges room, and competitor says “BEGIN” to start the evaluation. Competitor says “STOP” to end the evaluation. Competitor re-arranges the room. Once the chairman is satisfied that the room has been re-arranged, they will call out “TIME OFF”. The timer will reply with “TIME OFF AT HH:MM”.