Checklist for Room Chairs—C Division

At the Room Chair Meeting
_____ 1. Sign in and listen for instructions.
_____ 2. **Make notes about any changes or special problems.**
_____ 3. Identify which event you're chairing.
_____ 4. Check how many minutes are allowed for each performance.
_____ 5. Check how many students can be in each group that performs.
_____ 6. Get the stopwatch for your room and make sure it works.
_____ 7. Get Participant ribbons and pins to hand out for Rounds 1 & 2.
_____ 8. Identify the people you can go to if there's a problem in your room.
_____ 9. Learn what to do if there's a rules violation.
_____ 10. Divide duties with your co-room chair(s).
_____ 11. Ask questions and get answers to understand your responsibilities and rights.
_____ 12. Look over this checklist and be sure you understand the steps.
_____ 13. Know who to go to and where to go if you have questions during the day.

Round 1
Before the round starts:
_____ 1. In room, one chair lists all the groups on the chalkboard in the order in which they will perform. Include the letters and numbers (BX 25, AV 30, etc.).
_____ 2. Make sure the judges are seated in front where they can see all the performers.
_____ 3. Request judges to block print their names on the ballots and to SIGN their ballots. Ballots are not official without name & signature.
_____ 4. When all the judges have arrived, call roll by the list on the board.
_____ 5. Put a line through any group that is not present **and write NO SHOW after it.**
_____ 6. Ask if the judges recognize any of the performers.
_____ 7. If they do, ask the judge to go back to the library to be reassigned or change with a judge in a nearby room.
_____ 8. Wait for the right number of judges before allowing performances to start.
_____ 9. Ask if the judges are ready.
When the round starts:
_____ 10. When the judges are ready, call the first group.
_____ 11. Time the group. If they reach the maximum time allowed, call "Time."
_____ 12. Give the judges time to mark their scores and share sheets.
_____ 13. When the judges are ready, call the second group.
_____ 14. Reset stopwatch and time the group.
_____ 15. Repeat these steps until everyone has performed.
After everyone has performed:
_____ 16. Thank the judges and the performers.
_____ 17. Hand ribbons & pins to performers as they leave.
_____ 18. Wait while the judges mark their ballots.
_____ 19. Remind the judges to sign their ballots. If they don't, you may have to go find them again to get the signatures.
_____ 20. Remind the judges to put ballot and share sheets into the envelope and seal it.
_____ 21. Collect the envelopes from ALL judges before they leave the room.
_____ 22. Immediately take ALL the envelopes with the judges' ballots to Tabulations.
_____ 23. Report any rules violations to the Room Chair Teacher or your coach.

Round 2

_____ 1. Divide the duties among the room chairs. Go to the same room.
_____ 2. Figure out which groups are performing in your room for round 2.
_____ 3. Put them in the right order (if they went 1st in round 1, they go last in round 2)
_____ 4. Erase the round 1 list and put the round 2 list on the board.

Repeat steps 2 through 23 from round 1.

The most important thing you do all day is bring the judges' envelopes to Tabulations.

You must do this immediately after the round ends to keep the festival moving.

Semi-Finals

_____ 1. Return to the Room Chair room to get your list for your room.
_____ 2. Get the appropriate ribbons to hand out for this round.
_____ 3. Divide the duties among the room chairs.
_____ 4. Erase the round 2 list and put the Semi-Finals list on the board.
_____ 5. Wait for the right number of judges before allowing performances to start.

Repeat steps 2 through 23 from round 1. Go directly to Tabulations with judges' envelopes at the end of the round.

Finals

_____ 1. Return to the Room Chair room to get the list for this round for your room.
_____ 2. Get the Finals ribbons to hand out for this round.
_____ 3. Divide the duties among the room chairs.
_____ 4. Erase any previous lists and put the Finals list on the board.
_____ 5. Wait for the right number of judges before allowing performances to start.
_____ 6. Ask if someone is present from the Rules committee. If not, send a runner. Do NOT START THE ROUND WITHOUT SOMEONE FROM RULES PRESENT.

Repeat steps 2 through 23 from round 1. Go directly to Tabulations with judges' envelopes at the end of the round.

At the end of the day:

_____ 1. Return the stopwatches, leftover ribbons and pins.
_____ 2. Go to the auditorium (or gym) and enjoy the awards assembly.

Thank you for taking care of all your responsibilities today.

You have been an essential part of the drama festival.

Notes:

• Please be extra-extra-extra nice, thorough and relaxed.
• Be sure to sit out of the way of the judges and performers.
• If you have any problems with judges, parents or students, immediately contact the Judges Room and stop the round until the problem has been solved.
• Once judging begins, judges stay through the entire round of performances (unless there is an emergency, which is rare).
• If a judge must leave briefly, stop the rest of the performances until the judge returns or until someone from the Judges Room or Rules instructs you to continue.
• If someone comes in late (after performances have begun) that a judge knows, tell the judge that you trust them to be fair in their evaluation of all the performances.
• If there is not enough space for everyone in the room, ask those who are not performers, judges or room chairs to leave. If there is a problem, contact the Judges Room for help.

Room Chairs—Additional Checklist

To avoid some of the problems we've had, please do the following.

Solving the Problem of How Many Judges — Don't Panic Yet!

You are chairing Event _____ and should wait for _____ judges before starting, or until a DTASC officer says to go ahead and start the round.

Solving Ballot Problems

1. LIST ALL ENTRIES on the board, in the order in which they will perform.
2. For Event 2, write the numbers 20 or 25 with each school code.
3. **Do NOT erase entries** that are not present.
   Write: **—No Show** after the school code.
   (The dash keeps it separate from the school code.)
4. Ask judges to **list the school codes on the ballot in the order you wrote them (including the numbers 20 and 25).**
5. Ask judges to **put an X in every box for** the ones that do not perform (**No Shows**).
6. Remind judges: **scores** on Rubrics (also known as Share Sheets) need to match ballots.
7. Remind judges to **rank** (1 is the best performance, 2 is next best, etc.).
8. Remind judges to **fill in the information** at the top & bottom of the ballot and top of share sheets (rubrics).
9. Wait for judges to seal all share sheets and ballots into an envelope and hand it to you.
10. **When you have all the ballots for your room, take them to Tabulations**.
11. At Tabulations, tell them which school codes were No Shows. (You can write the list of No Shows on a judge's envelope before you bring them to Tabulations.)

Solving the Problem of Added Groups

Sometimes a group is added to a room, but they weren't in the printed program.
1. If a group brings you a note from a DTASC officer, or has a revised program page where they are listed for your room, or they're escorted by a DTASC officer, let them perform.
2. Add the school code to the list on the board and tell the judges to add it. The code can go anywhere on the list. Often it goes last. Sometimes the note tells you where they should be placed on the list.
3. Judges need to be sure they are recording scores for the right school code.

If a group just shows up, do the following:
1. Ask what event they're in.
2. Check the program to see if they're listed for another room. If they are, send them to that room.
3. If they are in your event, but not in the program, let them perform.
4. If the group is not in your event and not in the program, send them to Tabulations to see Lynn.

Many thanks for your help in doing this. It will make things much easier in Tabulations and will help the day go better for everyone.