

C11 JUDGES COMMITTEE

I. The Judges' Committee works in five areas

A. Mailing list

1. Keep an accurate mailing list of qualified judges
2. Keep up to date (weed out "no answer" and "return, no forwarding address" once every 2 years)
3. Best sources of judges are the judges themselves and the directors

B. Paper supplies (necessary for each festival)

1. "My name is..." tags
2. #10 white envelopes
 - a. Ballots for each round
 - b. Mail maps and "Thank you for accepting our invitation..." letters
3. Large manila envelopes for judges' packets
 - a. Ballots
 - b. Share sheets
 - c. "Hello" tag and judge ribbon
 - d. Lunch ticket
4. Ballots- to be stuffed in envelopes and labeled:
JUDGE#
ROUND #
EVENT
ROOM#-
5. Share sheets
6. Map to the festival
7. "Thank you for accepting our invitation" letter

C. Judge selection and rotation

1. Collect the "yes" returns and divide them into two groups: All Day and AM Only
2. Save the "no" returns and note both "yes" and "no" returns on the mailing list (this allows you to weed out the people who do not reply)
3. Decide, based on the number of sections, how many judges will be needed in each round
 - a. Round 1 and 2 (usually 2 for individual events and 3 for group)
 - b. Semi-finals- 5 for each event
 - c. Finals- 7 for each event (only 49 judges will be necessary for finals)
4. Assign judges a number based on qualifications and seniority (#1-49 will judge all four rounds, "AM Only" judges will be assigned a higher number)
5. Rotate judges by number to give each judge a sampling of four different events
6. Special event (Pantomime, Costume, Tech, Improv) judges must occasionally be handled separately)

continued

JUDGES COMMITTEE, CONTINUED

7. Make up judges' packet
 - a. Ballots
 - b. Share sheets for each round
 - c. Number packet for easy distribution
 - d. judges ribbon
 - e. "Hello" name tag
 - f. Lunch ticket, if possible
- D. Mailing invitations and maps
 1. First mailing to all judges on list
 - a. Delete "costume only" or "mime only" judges, depending on festival
 - b. Use a first class stamp for initial mailing and a postcard stamp for return postcard
 2. Mail one month in advance (earlier than 6 weeks results in many "no shows" and last minute "I can't come"s)
- E. Collating "Share Sheets" for each school packet

II. Helpful hints

- A. Make sure to get a copy of the Program at the Typing Meeting in order to properly Label Ballot Envelopes
- B. If possible, use computer labels to save time with Ballot Envelopes
- C. Edit "Judges number list" as phone calls come in Festival Week
- D. Be sure to order enough invitations (currently 400)
- E. Ask Hospitality and/or registration committee to help sort "Share Sheets"

III. Reminders to judges

- A. Give the "Have a Heart- Constructive Criticism Speech" at 8:45am ("You stink/it sucks" won't help)
- B. Remember to sign as well as print your name on your Ballots (in case Tabulations has questions)
- C. Rank all participants in semi-finals and finals
- D. Remember to give your ballot to the room chairperson

CRITERIA FOR JUDGES; DIRECTIONS TO JUDGES

Div. C—Judges must be at least 4 years out of high school.

Div. B—High school seniors may judge if their school is not entered in that event.

Div. A—High school seniors may judge.

If you are in a room where you know a student, you must change before judging begins. Please do not confer with other judges before submitting completed ballots/share sheets.

Materials:

Explain and then add

When making comments, please be constructive. Remember they are students, not professional. Please be attentive. Students have worked hard. Also, you are reminded to look at the integrity and substance of the scene.

You must sign ballots (print and sign name) and give to roomchair before leaving.

“No Show”— put on ballot

After second round, please check in before going to lunch

Semi-finals—ALL scenes get ranked

Finals—share sheets are optional (if using them, please be brief)

(Note: for A Division, ALL scenes get ranked, including Rounds 1&2)

Rules—preview

Roomchairs are responsible for starting/stopping scenes. They’ve been instructed to wait for you to write comments. Please DO NOT start a round without two judges. Judges may NOT join after a round has started.

JUDGE'S TIPS

Welcome and thank you for sharing your time and opinions with us.

FILLING OUT SHARE SHEETS:

Please express your views in a positive and constructive manner. Students want to know your opinions. However, be gentle. Point out ways they may improve, but also let them know what they did well. We are here to teach, not humiliate.

CRITERIA FOR SHARE SHEETS:

Superior: Gifted actors, material ideal for actors and occasion. Superior use of body, voice, movement deserves to be among the top finalists.

Excellent: Quality performance; not as polished as superior, but a potential finalist.

Good: Average, beginning level performance

Fair: Please do not rate students at this level. You don't know where they started. They may have worked very hard just to memorize their lines.

FILLING OUT BALLOTS:

- When you arrive at the room copy the codes on the top part of your ballot in the order they perform.
- List n/show after a group that does not appear.
- After performances make sure you rank each group on the top of your ballot to the right.
- Then list the codes in rank order at the bottom of your ballot.
- Make sure the code number is clear.
- Make sure you have not listed a code twice
- Make sure you have printed your name and signed your ballot.
- Do it now!! If problems exist, we need to discuss it.

WHEN YOU'RE DONE:

- Place ballots and share sheets in sealed envelope and give envelope to the room chairperson to deliver to tabulations.

SECRECY OF BALLOTS:

- If students are looking over your shoulder, feel free to ask them to leave.
- Do not confer with other judges before you submit your ballot. You were invited for your opinion.
- Make sure your ballots are sealed.
- If you want to compare notes with other judges after ballots are in that's fine, but not before you have sent in your opinion.
- Do not share your ranking with other students, parents or teachers.
- If teachers or participants.
- Refrain from making personal comments to participants during the day. You may unrealistically raise their hopes they'll make finals or make others feel you know them personally. After the assembly, feel free to compliment students, but not before the awards have been presented.

continued

JUDGES' TIPS, CONTINUED

RESPONSIBILITIES OF ROOM CHAIRS:

There should be two Room Chairs for each round. Their tasks are:

1. List codes on the board in performance order.
 2. Make sure the performing space is cleared and that the right number of chairs are present. If not, borrow them from a nearby classroom. Participants may bring their own "special" chairs to perform with; however, then they must be willing to share them with the other participants in the room.
 3. Check to see if there are enough judges. If not, they are to return to the library and report that they need more judges. Do not start until you have the correct number of judges.
 4. Check to see if the participants and judges know each other. If so, ask the judge to move to a nearby room with the same event and switch ballots with a judge in that room, and to send that judge to your room.
 5. Check to see if all the participants are present. If not they should write a NS next to their name. Should participants arrive late they must still go on in performance order. If they are past their performance order, then they compete next. Never are late participants allowed to go last unless they are last in the listed performance order.
 6. Make sure doors are closed and no one enters during performances.
 7. Announce each group. Tell them to set up their scene.
 8. Check to see if the judges are ready.
 9. Tell the group to start when the judges are ready.
 10. Time each scene.
 11. Stop any scene if it goes over the time limit.
 12. Maintain quiet.
 13. Clear the room when all scenes are over so the judges may finish in quiet.
 14. TAKE SEALED BALLOTS TO THE TABULATIONS ROOM.
- Room Chairs may need your assistance from time to time.
 - PLEASE FEEL FREE TO ASK DISRUPTIVE PEOPLE TO LEAVE THE ROOM.

JUDGE'S RESPONSIBILITIES:

1. Find a seat near the front. Feel free to ask students to move so you have a good view of the performers, and ask noisy or uncooperative students to leave.
2. Judge with an open mind regarding casting, new interpretations, youth of participants, and number of participants.
3. Fill out share sheets. Remember these go back to the students, so be as supportive as possible, but do let them know how to do it better.
4. Fill out ballots, check to make sure you have not listed a group twice, sign ballots, also print your name, and seal ballots in the envelope.
5. GIVE SEALED BALLOTS TO THE ROOM CHAIRPERSONS AND TELL THEM TO TAKE THEM TO THE TABULATIONS ROOM.

continued

JUDGES' TIPS, CONTINUED

YOU ARE TO JUDGE WITHOUT CONCERN FOR RULES!!!!

PLEASE DO NOT:

1. Judge down a group that was stopped for time.
2. Concern yourself with what the students are wearing.
3. Make judgments based on a rules infraction.
4. Penalize a group because of the number in that group.
5. Grade down because of accents.
6. Discourage students for attempting difficult roles.
7. Ask which school belongs to a specific code.

If you leave the campus please make sure you have delivered finished ballots to Tabulations and unfinished ballots to Judges, so if you do not return in time for other rounds your assignment may be given to another judge.

JUDGES EVALUATION PROMPT SHEET

CHARACTERIZATION

positive comments

strong commitment to the role
effective business
strong choices
believable transitions
physical behavior effectively portrays character
characters were believable

needs work

character in and out
characters too much alike
characters need more depth

TECHNIQUE

positive

excellent vocal variation
body language adds to character
good articulation
good physical connection with emotion
wonderful facial expressions
expressive use of voice
good pacing
good use of dramatic pause

needs more work

vocal variation needed
some awkward movement
can't hear you in back
volume is not a substitute for
appropriate expression
too much screaming
gestures need to be motivated

GROUP INTERACTION

positive

excellent eye contact by group ensemble
excellent listening, and reacting
good "give and take"
natural feel, sounded like conversation
believable reactions
excellent timing
transitions clear and believable
good stage business

needs more work

stay focused
let things affect you
listen to each other

STAGING

positive

interesting picture or tableaux
movements motivated
creative use of space
nice use of chairs and space
excellent use of levels
blocking organic (grew out of text)
balanced stage picture

needs more work

staging seemed contrived a bit
blocking all in one line

EFFECTIVENESS OF MATERIAL

positive

age appropriate / great fit for actors
excellent risk taking with difficult material
good choice for this group or ensemble — well cut
insightful, interpretation. rethinking of the text

needs more work

cutting seems disconnected
cutting too mature for actors

SCRIPT FOR DTASC JUDGE ORIENTATION VIDEO

Welcome, judges.

Thank you for volunteering your professional judging skills. We appreciate your time today to judge this DTASC Festival.

Your comments will be read word for word by each student, their parents, their teachers, and sometimes their administrators. Your comments must be positively constructive to these youth who are as young as 14 years of age. Please praise the positive aspects of the performance and make specific constructive suggestions for their next performance of future material.

If you are judging the first two rounds, you will be through at lunch time. If you are judging the afternoon rounds, you may be here until 5:00. Make sure you have a couple of pens that work, and have some refreshments before you go off to judge.

If you have expertise in judging technical presentations in design of Set, Lights, Costumes, Graphics, we really want you to volunteer to judge our “techies.”

As a judge, you have a number of responsibilities:

1. Check to see if you know any of the participants. If so, immediately excuse yourself and return to the Judges room to be reassigned. **DO NOT SWITCH WITH SOMEONE IN A ROOM NEARBY.**
2. Do not confer with other judges before you submit your ballot. You were invited for your opinion.
3. Fill out and sign the rubrics and ballots and give them to room chairpersons to take to tabulations.
4. Do not share your ranking with other students, parents, or teachers. Refrain from making personal comments to participants during the day. Please do not coach any student or group before or after seeing the performance.

You are to judge without concern for the rules. Please:

1. Do not judge down a group that was stopped for time.
2. Do not make judgements based on a rules infraction.
3. Do not grade down because of accents.
4. Do not discourage students from attempting difficult roles.
5. Do not ask which school belongs to a specific code.

There are additional instructions regarding the day, balloting, the categories, etc. This film covers the standard things. There will be an announcement before Round 1 that will fill you in on some things that are special for today.

Complimentary coffee and snacks will be available here all day.

This film is about what you will be doing today. If you’ve never seen the film before, please watch it at least once. It will repeat. If you’ve seen the film before, please watch it once as a refresher.

If this is your first time judging, please fill out the form with your contact information.

[picture of contact info form]

continued

If you've been here before, please check your contact information and make any corrections.

[show someone checking info, crossing out something, and writing in new info]

Before you go to Round 1, please get your judge's packet, which includes your lunch ticket, judge's ribbon, a program

[show envelope, lunch ticket, ribbon, generic program; pin ribbon on]

your assignment,

[show envelope]

that contains your ballot and share sheets

[show ballot and share sheets]

The ballot and share sheets were re-designed in summer 2006. You may or may not have used them before. Let's look at the ballots first.

[show ballot]

Please use your best handwriting on the ballots.

At the top of the ballot, you should mark the room number and the round number.

[show hand doing this]

The room chairs will list the school codes on the board. Please list them in that order on your ballot.

[Show student's hand writing on chalk board; show adult hand writing on ballot]

List N/S (no show) after the codes of groups that do not appear.

There should be at least one room chairperson for each round who will facilitate the timing of the round and return the ballots to Tabulations for you.

For each category, please rate the actors as S for Superior, E for Excellent, G for Good, F for Fair, or NI for Needs Improvement.

You should know that the groups going to Semi-Finals and Finals are those that are rated Superior and Excellent in the first two rounds. If you think a group should go to Semi-Finals and maybe Finals, you must give them mostly E and S in rounds 1 and 2.

CRITERIA FOR RUBRICS

S — Superior — Gifted actors, material ideal for the actors and the occasion. Superior use of physicality, voice, movement, and the scene deserves to be among the top finalists.

E — Excellent — Quality performance; not as polished as a superior, but a potential finalist.

G — Good — Solid beginning level performance, but may lack the polish of an excellent or superior scene.

F — Fair — Average, beginning level performance Not as solid as a good.

NI — Needs Improvement — Please do not rate students at this level unless they are obviously and completely unprepared (lines not memorized, breaking during scene, etc.)

Even if they are not strong actors, they may have worked very hard to get to even a beginning level scene.

[Show hand writing scores; go into explanation of sections]

GIVE EACH SCENE A SCORE IN ALL 5 AREAS (technique, characterization, group interaction, staging, overall effectiveness).

EVEN MONOLOGUES NEED A SCORE FOR GROUP INTERACTION. You base it on their interaction with the invisible person they are talking to.

continued

YOU MUST DESIGNATE ONLY ONE SCORE FOR EACH AREA. Tabulations cannot process combination scores. If you feel that a scene was between an excellent and superior, for example, you must decide whether they were more excellent than superior, or vice versa.

For scoring the rounds, we also need you to rank the students. 1 is the best. One way to do this easily is to re-rank each time you see a new performance. The first group will naturally be ranked #1 to start with. When you see the next group, decide if they were better or worse than the first one. Now you have #1 and #2. When you see the third group, decide whether they were better or worse than the current #1 group. If they were worse, were they better or worse than the current #2 group? As you continue, keep adjusting where each group fits. Then when the round has finished, you can easily write down the ranking number for each group.

[show hand doing all of this]

It is extremely important that you print your name at the bottom of the ballot, sign your name, and fill in your judge number.

[show hand doing this]

While you're scoring, you should also fill out a share sheet for each group.

[show share sheet being filled out]

There is a paper in your packet that gives possible comments. Here are some of them:

SUGGESTIONS FOR RUBRIC COMMENTS

TECHNIQUE — Positive comments

- Excellent vocal variation
- Body language adds to character
- Good articulation
- Good physical connection with emotion
- Good pacing
- Expressive use of voice
- Wonderful facial expressions

TECHNIQUE — Needs More Work

- Vocal variation needed
- Some awkward movement
- Couldn't hear you
- Too much screaming
- Gestures need to be motivated

CHARACTERIZATION — Positive comments

- Strong commitment to the role
- Effective business
- Strong choices
- Believable transitions
- Physical behavior effectively portrays character
- Characters were believable

CHARACTERIZATION — Needs More Work

- Character was in and out
- Characters too much alike
- Characters need more depth

GROUP INTERACTION — Positive comments

continued

- Excellent listening and reacting
- Good give and take
- Natural feel, sounded like conversation
- Believable reactions
- Clear and believable transitions

GROUP INTERACTION — Needs More Work

- Stay focused
- Let things affect you
- Listen to each other
- Relationships were unclear

STAGING — Positive comments

- Interesting stage picture
- Movements were motivated
- Creative use of space
- Excellent use of levels
- Blocking was organic (grew out of text)

STAGING — Needs More Work

- Staging seemed contrived
- Blocking all in one line
- Could have used space more

EFFECTIVENESS OF MATERIAL — Positive comments

- Great fit for the actors
- Great pacing
- Excellent risk taking with difficult material
- Well-cut
- Insightful interpretation

EFFECTIVENESS OF MATERIAL — Needs More Work

- Cutting seems disconnected
- Pacing seemed choppy
- Story was unclear

When the round is finished, double check your ballot.

Make sure you:

- Marked the round and wrote in the room number at the top.
- Wrote all the codes clearly
- Filled in a letter for each box for each performer.
- Ranked the performances
- Signed the ballot.
- Printed your name on the ballot.

Then put the ballot and the score sheets into the envelope, seal it, and give it to the room chair.

[show all of this being done; have student take the envelope]

You should not be judging students you know. If you're here with a school, or you know students from one or more schools, get the school code from the coach and check the program to see if they are in the room where you are going to judge. If they are, ask for a change at the judges' desk.

continued

[show someone checking program and requesting a change; will need an adult to hand him a different envelope]

If you get to a room and find you recognize students in the room, please return to the judges' desk for re-assignment.

We cannot guarantee you will judge with your friends. And we only have room for judges and ask you not to bring children or relatives.

Silence all cell phones in judging rooms, and do not take pictures. Take only water bottles in the judging rooms.

Do not talk with students (even if you know them) before or after you judge them. The schools are by codes and students are asked not to tell judges their school names.

Do not coach students after you have judged them or pursue them except to say, "Great job" or "Congrats on a good performance." We try to keep the experience as professional as possible. We don't want any one talking about a judge who seemed to be conferring with any student. If after you sign out, you wish to know what school is what code, we will tell you in the Judge's room.

Semi-finals and Finals are a high priority judging assignment. For those who are judging all day, when you check in in the morning, you will receive a sign up number for Semi and Finals. The Semi-finals and Finals assignments are given out at the end of lunch.

If you are judging only in the morning, you return before the end of lunch to sign out and receive your honorarium and our thanks for judging. If you are judging in the afternoon, return after the last round you judge to collect your honorarium. The honorarium is \$15.00 a round. There are 2 morning rounds and a maximum of 2 afternoon rounds.

You may wish to donate a portion of your honorarium to our scholarship fund, and we can give you a receipt to use for a tax deduction. However, we understand that the honorarium barely covers gas money these days.

Again, we thank you for taking the time to judge today.

Here are just a few things we'd like to repeat:

Your comments will be read word for word by each student, their parents, their teachers, and sometimes their administrators. Your comments must be positively constructive to these youth who are as young as 14 years of age. Please praise the positive aspects of the performance and make specific constructive suggestions for their next performance of future material.

Fill out your ballot completely and sign it.

We appreciate your time and expertise.

Thank you.