

## **C 12 TABULATIONS COMMITTEE**

A Division scores are ranked in every round.

B and C Division scores are marked “Superior, Excellent, Good, Fair” in Rounds 1 and 2. They are ranked in Semi-Finals and Finals.

While students are having lunch, Tabs people are tallying scores and sorting groups into rooms for Event 3 (A Division) and Semi-Finals (B and C Divisions). They must prepare display lists and print room chair sheets for those rounds before the after-lunch assembly.

When Event 3 is finished, A Division Tabs must prepare lists of winners for the Awards Ceremony.

When Semi-Finals are finished, B and C Division Tabs must prepare display lists and room chair sheets for Finals.

When Finals are finished, B and C Division Tabs must prepare lists of winners for the Awards Ceremony.

When winners have been determined for Events 1–8, Tabs people must determine Sweepstakes winners for their Division.

Copies of the scores for each event go into the Share Sheet packets each coach receives at the end of the day.

All the scoring is now done in a computer program that automatically computes the scores. See H2 for samples of score sheets and how sweepstakes points are determined.

## **TABULATIONS (TO BE UPDATED)**

### **FORMS**

- A. Preliminary Round Tabulations
  - 1. Sheets should be filled in before festival day with school code letters
  - 2. Each event should be self-contained in a folder, with all sections attached, for easy viewing and work.
- B. Semi-final and Final round tabulations
- C. Sweepstakes tabulations
- D. Roomchair lists
- E. Auditorium announcement
- F. Winners list
- G. Instructions
- H. Envelopes for winners announcements

### **CHAIRPERSON RESPONSIBILITIES**

- A. Come to festival with folders for each event
- B. Make sure all work is double-checked, to avoid mistakes — IMPORTANT
- C. Make sure all addition is checked by a second person in tabulations
- D. Obtain one person to tabulate results for each event and two people to check ballots at the door.
  - 1. Fall needs 9 people
  - 2. Shakespeare needs 8
- E. Obtain two alternates if possible

### **INSTRUCTIONS**

- A. Ties
  - 1. Two way tie for first, no second place
  - 2. Tie for second, no third place
  - 3. Three-way tie for first, all rated second place
- B. Disqualified scenes do not receive Sweepstakes points.
- C. When placing groups in Semi-final rounds, mix up groups as to scores and order.
- D. In case of ties in Finals/Semi-finals, go back to previous rounds.
- E. Put down ALL information on Tabulation sheets.
- F. Work second round ballots on one of Judges ballots and then transfer to tab sheet.
- G. Staple each round together and put everything in folder when finished.
- H. All addition **MUST BE CHECKED** by another tabs person.
- I. Check tabulation sheets against program.
- J. If less ballots are received for an event than expected, average ballots and add to total.

### **MATERIALS TO BRING**

- A. Pencils
- B. Transparencies and 8 pens
- C. Extra Paper and envelopes

# TABULATIONS

How to determine which groups go to which rooms for Semi-Finals and Finals  
 How many Sweepstakes points to award

## SEMI-FINALS

Lowest total scores from round I & II will go into semi-finals

<u>EVENTS</u>	<u>ROOMS</u>	<u>ENTRIES IN EACH ROOM</u>	<u>TOTAL</u>
II	4	8	32
III	4	7	28
IV	3	9	27
V	3	5	15
VI	3	6	18

## FINALS

<u>EVENT</u>	<u># OF ENTRIES</u>	<u>TAKE</u>
II	9	Top 2 + 1 from each Semi-final
III	9	Top 2 + 1 from each Semi-final
IV	9	Top 3
V	9	Top 2
VI	8	Top 2 + 2
VII	8	Top 2 + 2

## SWEEPSTAKES POINTS

	<u>ROUNDS 1 &amp; 2</u>		<u>SEMI-FINALS</u>		<u>FINALS</u>	
1ST	6	3	8	4	10	6
2ND	5	2	7	3	9	5
3RD	4	1	6	2	8	4
4TH					7	3
5TH					6	2

# FINAL RESULTS

EVENT \_\_\_\_\_

FIRST PLACE \_\_\_\_\_

SECOND PLACE \_\_\_\_\_

THIRD PLACE \_\_\_\_\_

FOURTH PLACE \_\_\_\_\_

FIFTH PLACE \_\_\_\_\_

HONORABLE MENTION \_\_\_\_\_

HONORABLE MENTION \_\_\_\_\_

HONORABLE MENTION \_\_\_\_\_

HONORABLE MENTION \_\_\_\_\_

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