

C9 ROOM CHAIRS

ROOM CHAIR FLOW SHEET

Supplies needed.

- 2,000 straight pins
- ribbons for specific festival (best to have them at least one week before festival)
- 50 working stopwatches and extra AA batteries
- 100+ business size envelopes for ribbons and pins
- 10 pencils with erasers

At the planning meeting, **ask coaches to be prepared to send 1-10 roomchairs** and ask them to notify you later of the number their school will be bringing.

Be at the typing meeting to get the program information and to **give the instruction sheet to the corresponding secretary to be mailed** to all school for roomchairs to study. Include a note with your contact number asking the coaches to call you with the number of roomchairs they play to bring.

On envelope print in large lettering the information for each room from the program:

Round Event Room # of ribbons

Place the correct number of **ribbons in the envelopes**. (if the ribbons are unavailable before the festival, have pins in the envelopes and roomchair can pick up the ribbons the morning of the festival)

At festival have enough **instruction sheets for each room** to have at least one (50-60).

When roomchairs report to roomchair headquarters, have then **sign in on one of seven event sheets** which list the room numbers for the vents.

Have a **bag for each event** with the correct number of stopwatches for the room and the envelopes with correct number of ribbons in them. Label the bag with the event number.

At festival greet roomchairs and thank them for helping run the festival. Have a responsible student or teacher **distribute watches and list number** of stopwatch nest to name and school on event sign up sheet.

Distribute envelopes for each room.

At about 8:45 when most roomchairs have arrived, review instructions.

Let roomchairs know if any problems or questions of rules arises, they can constant you or judges headquarters, especially if a judge or coach becomes overbearing. If extra roomchairs come, have then act as runners. When judges are ready, have the roomchairs collect the judges for the **10 minute scenes (#6, #7, #8) first** and escort them to their assigned room so those events can begin as soon as possible.

Have roomchairs collect judges for #3, #4 and #5 events next; then #2. The instruction sheet gives information necessary for running the festival. After round 2, semi-finals and finals, roomchairs are to return stopwatches to roomchair director or tabulations. Check off sign up sheet stopwatch as it is turned in.

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.
- _____ 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.

continued

ROOM CHAIRS CHECKLIST, C DIVISION, CONTINUED

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.

CHECKLIST FOR ROOM CHAIRS—A/B DIVISIONS

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. Ask the judges to list the performers by number and letter in the same order they are on the board. This makes it easier for Tabulations.
- _____ 5. When all the judges have arrived, call roll by the list on the board.
- _____ 6. Put a line through any group that is not present.
- _____ 7. Ask if the judges recognize any of the performers.
- _____ 8. If they do, ask the judge to go back to the library to be reassigned or change with a judge in a nearby room.
- _____ 9. Wait for the right number of judges before allowing performances to start.
- _____ 10. Ask if the judges are ready.

When the round starts:

- _____ 11. When the judges are ready, call the first group.
- _____ 12. Time the group. If they reach the maximum time allowed, call "Time."
- _____ 13. Give the judges time to mark their scores and share sheets.
- _____ 14. When the judges are ready, call the second group.
- _____ 15. Reset stopwatch and time the group.
- _____ 16. Repeat these steps until everyone has performed.

continued

ROOM CHAIRS CHECKLIST, A/B DIVISION, CONTINUED

After everyone has performed:

- _____ 17. Thank the judges and the performers.
- _____ 18. Hand ribbons & pins to performers as they leave.
- _____ 19. Wait while the judges mark their ballots.
- _____ 20. Remind the judges to sign their ballots. If they don't, you may have to go find them again to get the signatures.
- _____ 21. Remind the judges to put ballot and share sheets into the envelope and seal it.
- _____ 22. Collect the envelopes from ALL judges before they leave the room.
- _____ 23. Immediately take ALL the envelopes with the judges' ballots to Tabulations.
- _____ 24. 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 (the program tells you what order they perform in).
- _____ 4. Erase the round 1 list and put the round 2 list on the board.

Repeat steps 2 through 24 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 (B DIV); ROUND 3 (A DIV)

- _____ 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 list for this round on the board.
- _____ 5. Wait for the right number of judges before allowing performances to start.

Repeat steps 2 through 24 from round 1.

Go directly to Tabulations with judges' envelopes at the end of the round.

FINALS (B DIV)

- _____ 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 24 from round 1.

Go directly to Tabulations with judges' envelopes at the end of the round.

continued

ROOM CHAIRS CHECKLIST, A/B DIVISION, CONTINUED

AT THE END OF THE DAY:

- _____ 1. Return the stopwatches, leftover ribbons and pins.
- _____ 2. Go to the awards assembly and enjoy the winning performances.

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.

TODAY'S EVENTS

Event 1, Tech Theatre	1–6 persons	8 minutes
Event 2, Audition Monologue	1 person	5 minutes
Event 3, 2-Person Humorous	2 persons	5 minutes
Event 4, Anything Goes	2–4 persons	5 minutes
Event 5, History Plays	2–4 persons	5 minutes
Event 6, Lesser Performed Plays	2–10 persons	8 minutes
Event 7, Large Group Serious	2–6 persons	8 minutes
Event 8, Large Group Humorous	2–6 persons	8 minutes

ROOMCHAIR INSTRUCTIONS - IMPROVISATION EVENT

ROUNDS I, II AND SEMIS:

1. Follow the same instructions for the other events

AND

2. Make sure to give the Improv envelope to one member of the performing group when it is that group's turn to perform.

Make sure that the judges get one of the two cards (sheets) inside the envelope when the envelope is opened, so that they will know what the improvisation is going to be about.

3. Make sure that all spectators remain in the room for the entire round.
4. **START THE STOPWATCH AS SOON AS THE ENVELOPE HAS BEEN OPENED!**
5. Give the following time warnings:

A.) At the end of the first two minutes, if the improv has not yet begun

VERBALLY — “BEGIN SCENE”

B.) At THREE (3) minutes:

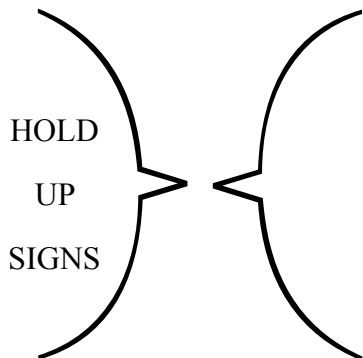
VISUALLY — “2 minutes left”

C.) At FOUR (4) minutes:

VISUALLY — “1 minute left”

D.) At FOUR MINUTES, 50 SECONDS (10 SECONDS BEFORE TIME IS UP)

VISUALLY — “10 seconds left”



continued

ROOM CHAIRS FOR IMPROV, CONTINUED

FINAL ROUND FOR IMPROV:

1. Follow the instructions above

AND

2. Improv groups will be held in a waiting room during the final round, and brought into the performance room one group at a time to perform.
3. Performance order for the final round will be established by lottery (drawing numbers)
4. An additional 2nd envelope will be given to a group selected member. This envelope may not be opened until the other three group members have begun the improvisation. The judges must also be given a copy of the information in this envelope. All groups in the final round will be given the same information.
5. The fourth member of the group (opening the 2nd envelope) may not enter into the improvisation until the final two minutes.
6. The final round improvisations must be at least 3 minutes long.
7. REMEMBER TO TURN IN THE RESULTS TO TABULATIONS IMMEDIATELY!
8. CHECK IN YOUR STOPWATCH!!
9. GO TO THE AUDITORIUM FOR THE AWARDS CEREMONY!!

THANKS AGAIN

ROOM CHAIRPERSON'S SHEET

EVENT _____

ROUND _____

ROOM NUMBER _____

ORDER

CODE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____