

C12 TABULATIONS COMMITTEE

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C12 Tabulations Committee Chair

Pre-Festival

1. Check with the host school about the computers available – make sure there are enough, with internet access and printing capability.
2. Make copies of computer manual for Tabs, including troubleshooting information.
3. Have some hand-scoring sheets available for emergencies.
4. Print out info on Sweeps points.
5. Get a supply of #10 envelopes for results.
6. Get some extra large markers if Tabs has to write out signs (or designate a committee member to bring them).

Festival day:

1. Bring all printed materials, #10 envelopes, & markers.
2. Find out about any room changes or other known problems at the beginning of the day.
3. Pick up bundled programs for Tabs (if none, get a few of the extras).
4. Assign jobs to people working in Tabs (tabulating events and checking ballots at the door).
5. Sign onto the Tabs page on all computers.
6. Train any new people during Round 1.
7. Get list of coaches' jobs & cell phones from Div VP during Round 1.
8. Find out how results are being posted and get necessary materials (butcher paper, etc.).
9. Troubleshoot as needed.
10. Approve percentage of those going to semi-finals and check for correct number of semi-final rooms before anyone advances to semi-finals.
11. See that all semi-finals, finals, and awards assembly information is prepared and disseminated as quickly as possible.
12. At the end of the day, see that the computer room is left as it was found.

Post-festival:

1. See that results are posted on the web site as soon as possible after festival.

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 are posted on the DTASC web site as soon as possible after the festival. They are password protected so that students cannot access them. The password is emailed to coaches along with the notice that the scores are online.

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

PROCEDURES

- A. Preliminary Round Tabulations
 - 1. Find the correct room number.
 - 2. Enter the correct number of judges.
 - 3. Click the button for “Enter Values.”
 - 4. Enter the scores for each group from the first ballot.
 - 5. Go the next page and enter the next judge’s scores. Repeat until all scores are entered.
 - 6. Before clicking Submit, check the scores to be sure they make sense.
- B. Semi-final and Final round tabulations
 - 1. Follow the directions in the Tabs computer manual.
 - 2. Do not click the button to go to Semis or Finals until the Tabs chairperson has given you the okay.
- C. Sweepstakes tabulations— Follow the directions in the Tabs computer manual.
- D. Roomchair lists are printed when Semis and Finals (Round 3 for A Div) are ready.
- E. Winners list
 - 1. Print out the list of winners for each event, and check it.
 - 2. Put it in an envelope with the event written on the front. (For A Div, also add the school codes for all the winners, including honorable mention.)

CHAIRPERSON RESPONSIBILITIES

- A. Come to festival with all computer instructions, including troubleshooting.
- B. Make sure all work is double-checked, to avoid mistakes — IMPORTANT!
- C. Verify percentage of groups going on to semi-finals, and number of rooms, before each event sorts for semi-finals.
- D. Assign 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

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 Event 2 groups in Semi-final rounds, adjust them so students from the same school are not competing against each other.
- D. In case of ties in Finals/Semi-finals, go back to previous rounds.
- E. Staple each round together.

MATERIALS TO BRING

- A. Pencils
- B. Pens
- C. Extra Paper and envelopes
- D. Printouts of pages C12–4 and C12–5, just in case.

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 & 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 |

Note: This is built into the computer program.

- For Semi-Finals, it is a percentage of groups performing. The Tabs Chair should approve the percentage and be sure the correct number of rooms are selected before the event goes to Semi-Finals.
- For Finals, it is currently it's 12 for Event 2, and 10 from Events 3–8. The computer takes an equal number of top scores from each room, and then fills in the total with the highest score(s) from any room. The person tabulating should look at this carefully before continuing to Finals.

FINAL RESULTS

EVENT _____

FIRST PLACE _____

SECOND PLACE _____

THIRD PLACE _____

FOURTH PLACE _____

FIFTH PLACE _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

FORM USED IN TABULATIONS

ROOM CHAIRPERSON'S SHEET

EVENT _____

ROUND _____

ROOM NUMBER _____

ORDER

CODE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____