

C9 ROOM CHAIRS

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C9 Room Chair Chairperson

Pre-Festival

1. Purchase necessary supplies.
2. Make sure there are adequate ribbons (the Trophy Chairperson will order ribbons as needed).
3. Know where the stopwatches are; get batteries for them if necessary.
4. Prepare assignments ahead of time.

At Organizational Meeting:

1. Prepare ribbons for festival
2. Get lists of all events and rooms; prepare assignments for festival.
3. Prepare packets with extra share sheets, room chair speech, etc.

Festival day:

1. Pick up copies of printed checklist.
2. Pick up or locate programs for room chairs.
3. Conduct room chair meeting.
 - a. Assign room chairs to rooms.
 - b. Provide room chairs with stopwatches, programs, ribbons, and the printed checklists of things they need to do.
4. Deal with problems as they arise during the day.
5. Assign room chairs for semi-finals and finals.
6. Hand out semi-finals and finals ribbons at appropriate times.
7. Collect all stopwatches at the end of the day & see that they are returned to the person storing them.
8. At the end of the day, see that the room is left as it was found.

Post-Festival:

1. Notify Trophy Chairperson what ribbons will be needed for the next festival.

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.

ROOM CHAIR SPEECH

- We will now begin round _____ for event _____.
I have been asked to remind you of the following:
- Be on your best behavior. Rude or disruptive behavior or talking may cause your scene to be disqualified, even if you are not a performer.
- Turn off your electronic devices to avoid disruptions. Only the timer's stopwatch is allowed. Cell phones should be turned completely off and not just on silent or vibrate. No texting or answering messages is allowed. No videotaping is allowed.
- All adults must sign in with a room chair for tracking purposes.
- Exit or re-enter the room between scenes only.
- Students will have _____ minutes to complete their scene. As a warning, the timer will stand up ten seconds before calling time.
- Judges, do you recognize any performers? (allow time to look around the room) Does anyone recognize a performer? (If they answer yes, you must find a replacement judge now; if no, go on.)
- Judges, please fill out all parts of your ballot. You must score the scenes according to their excellence, as well as rank the scenes in relationship to one another. Please print your name and sign your ballot at this time.
- At the end of the round, a room chair will escort the judges to Tabulations. This is a fairly new procedure, so bear with us. It should clear up the need to locate judges during lunch.
- Are there any questions? (answer questions)
- We will now begin with the first performer(s). Code _____.

(Make sure the doors are closed and begin)

ROOM CHAIR POWERPOINT PRESENTATION TEXT

BEFORE ROUND 1 BEGINS BEFORE THE ROOM CHAIR MEETING

1. Sign in and choose your event. (Events are on a first-come basis. All rooms will need one room chair before a second one is added. You should not expect to work with your friends or schoolmates.)
2. One room chair from each room will pick up a stopwatch and the packet with extra share sheets and the sign-in log.
3. Get a red Room Chair ribbon, a program, and a procedure sheet.
4. Sit down, read over the procedures, and wait for instructions.
5. Check the map to see where your room is.

BEFORE EVERY ROUND

- An adult will lead one room chair to the Judges' headquarters to pick up your judges. The other room chair(s) will go to the competition room and set up for the round.
- At Judges, hold up your room sign so your judges can find you.
- Wait until you have the required number of judges and then lead your judges to your assigned room.

AT THE COMPETITION ROOM SET UP

- Clear an acting area in the front of the room. Make it as large as possible within reason. Set up the required number of chairs for the event.
- Write the event number, title, and time limit for the event on the chalkboard/whiteboard. **DO NOT WRITE ON A SMART BOARD!!!**
- Write the codes of the performers on the chalkboard/whiteboard in the order they will perform. **DO NOT WRITE ON A SMART BOARD!!!**
- Make sure the judges have seating in the front of the room where they can see.

HAVE ADULTS SIGN IN

- A sign-in sheet is included in the packet. All adult observers must sign in. They must have a parent pass or some official business. Even judges must sign in.
- Allow parents to watch only if there is enough room. Judges and participants must be seated first.

TO START ROUND

- Take roll by the list of codes on the board.
- Put a line through any group that is not present and write "NO SHOW" next to their code.
- Read the prepared speech to the audience and performers.

PREPARED SPEECH

- We will now begin round _____ for event _____. I have been asked to remind you of the following:

continued

ROOM CHAIR POWERPOINT, CONTINUED

- Be on your best behavior. Rude or disruptive behavior or talking may cause your scene to be disqualified, even if you are not a performer.
- Turn off your electronic devices to avoid disruptions. Only the timer's stopwatch is allowed. Cell phones should be turned completely off and not just on silent or vibrate. No texting or answering messages is allowed. No videotaping is allowed.
- All adults must sign in with a room chair for tracking purposes.
- Exit or re-enter the room between scenes only.
- Students will have _____ minutes to complete their scene. As a warning, the timer will stand up ten seconds before calling time.

PREPARED SPEECH (CONTINUED)

- Judges, do you recognize any performers? (allow time to look around the room) Does anyone recognize a performer? (If they answer yes, you must find a replacement judge now; if no, go on.)
- Judges, please fill out all parts of your ballot. You must score the scenes according to their excellence, as well as rank the scenes in relationship to one another. Please print your name and sign your ballot at this time.
- At the end of the round, a room chair will escort the judges to tabulations. This is a fairly new procedure, so bear with us. It should clear up the need to locate judges during lunch.

PREPARED SPEECH (CONTINUED)

- Are there any questions? (answer questions)
- We will now begin with the first performer(s). Code _____.
- (Make sure the doors are closed and begin)

DURING ROUND

- Time the group. Stand up ten seconds before you call time as a warning.
- If they run over, call "Time."
- If they don't stop, call in a stern voice, "Time."
- Give judges time to fill out share sheets in between scenes.
- If there are ribbons to pass out for this round, pass them out to each group of students right after they perform.
- Introduce the next scene, say, "Are the judges ready? The next group is code _____"
- Put a check mark next to every group as you introduce them and they come up to perform.

AT THE END OF THE ROUND

- Thank the judges and the performers.
- Ask the participants and audience members to leave quietly while the judges finish their share sheets.
- Remind the judges again to fill out all parts of their ballot and sign their name.

continued

ROOM CHAIR POWERPOINT, CONTINUED

- When the judges have finished, lead them all to the Tabulations room where they will turn in their ballots personally.

ONCE AT TABULATIONS

- Once at Tabulations, have the judge turn in their ballot personally.
- If for some reason the judge cannot get to Tabulations, turn in the ballot yourself but have the judge wait nearby to make sure his/her ballot is correct.
- Escort the judges back to the Judges' headquarters.
- Ten minutes before Round Two (as listed in your program) pick up your judges at the Judges' headquarters and escort them to your competition room.
- If you have questions, return to the Room Chair's room for further instructions.

AT THE END OF ROUND TWO

- Escort the judges to Tabulations and then the Judges' headquarters as usual.
- Return your big envelope to the Room Chair headquarters.
- C Division: sign up for a semi-finals room. (Divisions A and B generally stay in the same room the first three rounds.)
- Go to lunch.
- Come back when the first two rounds results are posted (at the end of lunch) to pick up your new envelope and the performer codes.
- Wait to be escorted to the Judges' headquarters to pick up your judges.

B/C- DIVISION

AT THE END OF SEMI-FINALS

- Escort the judges to Tabulations as usual.
- Return your big envelope to the Room Chair headquarters.
- Sign up for a finals room.
- Come back when they post the semi-final results to pick up your new envelope and the performer codes.
- Wait to be escorted to the Judges headquarters to pick up your judges.

AFTER YOUR FINAL ROUND

(ROUND 3 FOR DIVISION A, FINALS FOR DIVISIONS B & C)

- Escort your judges to Tabulations as usual.
- No need to escort them to Judges this time. Thank them and send them on their way.
- Return your envelope, stopwatch, extra share sheets, extra ribbons, and sign-in sheets to Room Chairs.
- Pick up your service certificate.

ANY TIME YOU HAVE QUESTIONS

- ABOUT JUDGES: Return to the Judges' headquarters.
- EVERYTHING ELSE: Come to Room Chairs.
- Don't be afraid to ask.

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.

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, _____	2–4 persons	5 minutes
Event 4, _____	2–4 persons	5 minutes
Event 5, _____	2–4 persons	5 minutes
Event 6, _____	3–10 persons	8 minutes
Event 7, Large Group Serious	3–6 persons	8 minutes
Event 8, Large Group Humorous	3–6 persons	8 minutes

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.

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:

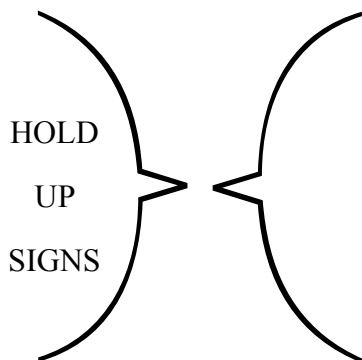
VISUALLY — “2 minutes left”

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 _____

13 _____

14 _____