SPEECH JUDGING CHECKLIST

This is a general checklist designed for on-line tournaments that can be used for in-person tournaments. Instead of a Judges' Lounge, some tournaments ask judges to report to another room such as a Cafeteria. Refer to each tournament's LiveDoc or emails for tournament-specific procedures and round start times.

Before the round:

1. Report to the Judges' Lounge.

2. Check text/email for an assignment.

3. **If no assignment is received in text/email**:

   a. Confirm in Tabroom.com under "Current Ballots and Panels."

   b. Refresh your page several times.

   c. Still no assignment? Wait in Judges' Lounge until dismissed.

   d. Return to Judges' Lounge before the next blast for your format as outlined in the tournament schedule to avoid fines for missing judges.

4. **If you received an assignment**:

   a. Click on "Current Ballots and Panels" on your Tabroom.com page.

   b. Hit the "Start" button immediately.

   c. Report to the competition room through the blue camera link.

During the round:

1. Have multiple windows open during the round, including Tabroom.com, the ballot for the round, the competition room, and your notetaking document.

2. You will be the only judge in preliminary rounds. If you are judging an elimination round, there will be 3 judges. Do not start the round until all judges are present, have hit "Start," and have completed a tech check.

3. Confirm names/codes of all speakers as shown on the ballot.

   a. Inform the Tab Room if you are missing anyone.

4. Hit the "Start" button if you have not already done so.

5. Speaker order can be adjusted for double-entered speakers.

6. Perform a tech check with each speaker.

7. ==Have speakers place their codes and the titles of their speeches in the chat==.

8. ==Copy and paste the titles onto your ballot==.

9. ==Copy and paste their speaker codes and titles into your notetaking document==.

    a. Use a word processor (Word, Docs).

    b. **Do not type notes on your ballot.**

10. Have a timer ready to go.

11. ==Ask if time signals are needed before each speech==.

12. ==Mute your microphone==.

13. ==Time each speaker and record the time of each speech==.

    a. Speakers cannot be ranked #1 if they go over the 30 second grace period.

14. ==Take notes/type feedback during each speech==.

    a. **Reminder - type in your notetaking document, NOT on your ballot**

15. ==Keep a running ranking== which you adjust after each speaker.

16. After the last competitor, simply thank the speakers and leave the room.

After the round:

1. ==Rank the speakers==.

2. **Submit Ballot ASAP!** (Enter feedback once the ballot is confirmed.)

3. ==Confirm your ballot==.

4. ==Wait until you see the confirmation message== and then click "Return Home."

5. ==Return to the Judges' Lounge== before entering Reason for Rankings and comments.

6. ==Go back to the ballot ASAP==. It must be completed before the tournament ends.

7. ==Enter a Reason for Rankings ASAP== and ==save==.

8. ==Copy and paste comments for each speaker ASAP== and ==save after each entry==.

9. Wait in the Judges' Lounge until the next round or the end of the tournament.

THANK YOU SO MUCH FOR VOLUNTEERING TO JUDGE!