

MODERN ORATORY INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1064. The rules may be found in the *A+ Handbook* and on the UIL web site. Please also see **General Instructions for Contest Directors of Speaking Events on the UIL web site for instructions on securing and training judges, sectioning speakers, time keeping and determining ranks.**

BEFORE THE MEET

Check your contest packet...you should receive:

1. Contest Roster
2. Individual Evaluation Sheets
3. Judges' Ballots
4. Judges' Ranking Sheet for a Panel of Judges

Room.

Arrange for rooms to accommodate the number of contestants expected (check with the district director to get the number of contestants entered). Include one room for tabulation of results, which may also be used for other speaking events.

Materials and Equipment

1. A copy of the current *Constitution and Contest Rules* or a copy of the rules for this contest.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. Contestants provide their own speeches from a selection of topics listed in the *Constitution and Contest Rules*.
4. Evaluation sheets to be completed by the judges and returned to the contestants after the awards.
5. Ballots for the judges.
6. A stopwatch for each section.

Personnel

1. *Contest Director*. This person may be a coach and should be responsible for securing and training all other personnel.
2. *Judges*. A single judge or an odd number of judges for each preliminary section should be selected and trained by the contest director. The judges should be provided with a copy of the evaluation sheet prior to the beginning of the round to make certain they understand what is being evaluated. Judges are to be instructed to give positive and constructive comments. So far as possible, judges should not know what school a contestant represents. See the sectioning instructions for an estimate of how many judges will be needed.
3. *Section Chairperson*. One adult is needed per section to see that the contest progresses without problems.
4. *Timekeepers*. One adult timekeeper, who may also serve as chairperson, is needed for each section.
5. *Tabulation Room Assistants*. Adults are needed to work in the tab room to receive ballots from the judges in all speaking events and to determine winners.

Sectioning and Speaker Order

See General Instructions for Contest Directors of Speaking Events on the UIL web site.

DURING THE CONTEST

1. Contestants may be called into the room one at a time according to their arranged speaking order. Because the UIL events are meant to be educational, the contestants may remain in the contest room throughout the entire round if they so desire. Audiences are welcome.
2. Contestants will deliver from memory a speech from 3-6 minutes in length. The oration should be delivered from memory without using note cards.
3. The section chairperson is to see that the judges have ballots and evaluation sheets and that the timekeeper is in place before the first speaker begins. The chairperson may also serve as timekeeper.
4. When the round is over, the chairperson gathers the ballots and evaluation sheets from the judges and delivers them to the tabulation room.
5. Announce the names or numbers of the contestants who will be advancing to the final round.
6. If a final round is necessary, the contestant may repeat the speech given in the preliminary round.

AFTER THE CONTEST

1. Congratulate *all* contestants for their participation and for their effort.
2. Announce names and schools of students who rank first through sixth place. Evaluation sheets may be returned, as topics are not confidential.
3. Provide the district director with a list of the winners and their schools and the number of contestants.
4. Make recommendations for the following year.