



MODERATOR INSTRUCTIONS



1. Introduce yourself and judges.
2. Follow the speaking order in the program.
3. Only enter/exit room between speeches if necessary.
4. Please be courteous to each contestant they have put a lot of time and effort into these speeches.
5. Please turn off cell phones and pagers when in the rooms, **STRESS THIS!**
6. Introduce Speaker/County and Speech title.
7. Time Speeches: Elementary 3-5 minutes, Junior 4-6 minutes, Senior 5-7 minutes.
8. Do not stop students if they go over time, let them finish their speeches.
9. Judges should ask questions of speakers.
10. Keep track of all student's times and give to judges.
11. Don't call next speaker until judges are ready.
12. Hand out certificates once all speakers are done.
13. Judges' comments (bottom section of judging sheet) will be handed to each speaker after rooms are cleared prior to awards presentation.
14. Dismiss everyone to main room but ask them to go quietly.
15. (For State) The first-place winners will repeat their speeches when they receive their awards at the luncheon.
16. (For State) The Awards Ceremony takes place prior to lunch.
17. (For State) Please give the top three winners in your division to Tracy or Kim.