

# 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 5-8 minutes, Senior 5-8 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 students 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. **Dismiss everyone to gym but ask them to go quietly as other rooms might not be finished**
14. **The Awards Ceremony takes place in gym.**
15. **Place folders and score sheets in box, Tracy will shred them back at office.**

**THANK YOU!!**