

STOA TOURNAMENT TAB LOGISTICS

This information is presented as helpful advice from those who have organized tabulation for large tournaments for many years. Hopefully, this makes tournament tabulation preparation easier for the reader. Smaller tournaments will also find this information helpful. While fewer ballots are required for a smaller event, the same basic principles of preparation apply.

I. IE (Individual Events/Speech) Student Ballot Packs

A. IE Student Ballot Packs for rounds with three judges per room (B and C below address rounds with more or fewer judges.)

1. Download and print IE ballot masters from the Stoausa.org website. Prior to printing, make sure that you have the latest version from the Stoa website. Ballots are often modified before tournament season, so make sure you are using the most current copy. Do not use ballots from previous years.
2. Use the ballot and room estimator spreadsheet from the “Tournament and Tab Help” files section on the Stoausa.org website to calculate how many ballots of each type you need to have printed. Print at least 10% extra of each type of ballot.
3. Print the specific ballots on the corresponding color recommended on the Stoa website “Tournament and Tab Helps, Stoa Ballot Colors Available at Staples.” You can opt to use different colors, but it is helpful to use the recommended colors. Ballot color consistency makes it easier for tournament workers to quickly recognize the ballot type.
4. Compile eight student ballots per pack. This is considered a student ballot pack.
5. DO NOT STAPLE THESE! Paperclip these eight ballots together with a small paperclip.
6. Optional: bundle three student ballot packs together with a large paperclip. This pack is enough ballots for a competition room consisting of three judges in one room of eight competitors.
7. If your tournament director has opted to have more than eight students in any of the rooms, you will need to make adjustments to the student ballot packs.
8. Even if the tournament director anticipates less than eight students in some rooms for some events, it’s still a good idea to have eight ballots in all student ballot packs. Sometimes room sizes change (even during a tournament) so it’s helpful to have a consistent eight ballots per student pack.
9. Optional: you can choose to compile student packs during the tournament. Some tab directors (with sufficient tab staff) opt to have their staff put together the ballot packs during the tournament prior to each IE round.
10. Optional: sorting and arranging ballots packs per round prior to the start of the tournament. You can sort the number of ballot packs per room per event by round and have all Round 1, Pattern A, ballot packs together prior to the start of the tournament. Then have all of Round 1, Pattern B, ballot packs together; Round 2, Pattern A, ballot packs together, etc. You can instead just have the number of total student ballot packs needed per event assembled and sorted by event, not labeled and designated for specific rounds.
11. Keep a file folder of extra ballots of each type and color in case they are needed. (You don’t want to have to stop and make a copy of a ballot if a judge needs a new student ballot in the middle of a round.) Keep a white master copy of each ballot type at the back of each ballot file.

B. IE Student Ballot Packs for Outrounds paneled with more than three judges per room

1. Any outrounds with more than three judges in each room will need more than three student ballot packs. Make sure that you have enough ballots printed for these additional judges. If you prepare packs for each room (see #6 and #10 above), make sure you have enough ballot packs for the additional judges. Label these room packs with the specific round since they have more than three student ballot packs.
2. Final rounds: bundle five of the student ballot packs with a large paperclip if your tournament director will have five judges for finals. Label these packs as 'finals.'
3. If your tournament director is planning to have more than eight students in any of the rooms, or more or less than five judges per room, you will need to make adjustments to the student ballot packs.

C. IE Student Ballot Packs for Novice Impromptu or Novice Apologetics (If using one judge in prelims)

1. For preliminary rounds of Novice Impromptu and/or Novice Apologetics, there may be only one judge per room. Therefore, you will not need to bundle three student ballot packs like the other speech events, but only one student ballot pack per room.
2. Add one page of Head Judge/Room Administration Instructions to each ballot pack (if there will be only one judge).
3. Use the Room Admin sheets for Impromptu and Apologetics for Novice Impromptu and Novice Apologetics. Room Administration Instructions should be printed in the corresponding color to match the novice student ballots.
4. For quarterfinals, semifinals, and finals, check with your tournament director to find out how many judges will be in these outrounds.
5. For the outrounds, bundle the packs accordingly with enough of the student ballot packs for each judge, and one Room Administration Instruction sheet for the top set of ballots. Since only one judge per room needs the Room Admin Instruction sheet, paperclip it to the top student ballot pack in the multiple bundles.

II. IE (Individual Events/Speech) Judge Rules and Room Administration Instruction Sheets

1. These are located on the Stoa website under the specific IE and are the rules for each specific event.
2. One copy is needed for each judge in each room. These pages should be printed on the corresponding colors that match the student ballots. Use the ballot and room estimator spreadsheet from the "Tournament and Tab Help" files section on the Stoausa.org website to calculate how many judge rules of each type you need to print. Each judge needs one rule sheet, so you need to print one for each student ballot pack. Generally you will need enough for three judges in each preliminary, quarter, and semi round. Usually you will need five for the final rounds. If your tournament director has more or less judges per round, you will need to make adjustments.
3. It is recommended that you print an extra 10% of each type.

4. The **FRONT** of this page will be printed during the tournament and will show the grid with the competitors' names that will be speaking in that room. The Tab Room staff will print these and paperclip these to the top of each student ballot pack before each round.
5. **IMPORTANT NOTE:** DO put these rules sheets in file folders for each specific IE. There should be one judge rule file labeled for each of the IE's. Keep a white master copy of each rule sheet in a clear plastic document cover at the back of each file folder. There should be a file box containing these judge rules file folders.
6. **IMPORTANT NOTE:** DO NOT attach these sheets to the student ballot packs. (If they are paper clipped to the student ballot packs, they would then need to be removed so the tab staff can print the student names on the other side. The tab staff will paperclip them onto the student ballot packs during the tournament after they are printed on BOTH sides.
7. Room Administration Instruction sheets are needed for Apologetics, Mars Hill and Impromptu. One sheet is needed for each competition room (not each judge). These should be printed on the same color paper as the corresponding ballot.
8. Bring extra colored paper for each ballot color in case additional ballots or rule sheets need to be made.
9. Before final rounds, make sure there are enough ballots and rule sheets for each event. If five rule sheets are needed for an event for finals, make sure there are at least ten sheets copied and ready. (If a mistake is made when breaking and printing final judge rules, you don't want to have to stop and make extra copies of rule sheets.)

III. Limited Prep Question Preparation (Prior to Tournament)

A. Apologetics & Mars Hill

These instructions will help you organize the Apologetics and Mars Hill materials in the most useful way for the tab and tournament staff.

1. For 8 students per competition room, choose about 15 questions from categories of 100 questions for each preliminary round and outround.
2. Suggestion: You can pull questions for each round from one of the categories so that you have questions for one round from one category, and the next round from a different category, and so on. Or you can look for the more challenging questions and use those for outrounds. Using the second method, you would then be potentially using questions from all the different categories for each round.
3. For the Judges: Generate one page with all the questions you chose for Round 1. Label this page "Apologetics/Round 1." Print enough of these so each judge in each room gets one copy. Print a few extras. Do NOT fold these pages. Do NOT place these pages in the letter-sized envelopes with the strips of questions. These need to be added to the student ballot packs in Tab during the tournament, so it is NOT helpful if they are folded or in the envelope of cut-up strips of questions.
4. For the Students: Now, using the same original document, add additional spaces between the questions and print additional sheets of these same chosen questions. Print enough so there is one for each room in this round, plus at least one extra.
5. Cut these sheets into strips so there is one question per strip of paper.
6. Place each set of strips into a letter-sized envelope. Each of these envelopes should contain one of each of the questions for this round.

7. Label this letter-sized envelope with “Apologetics, Round 1.”
8. Place all of the above in a large 9x12 inch mailing envelope and label: “Apologetics, Round 1.”
9. Do the same for each preliminary round and each outround. Label each of the large mailing envelopes with “Apologetics” and the specific round or outround.
10. Each of these large mailing envelopes should contain the following: the pages of questions, enough for one per judge in this round (plus at least one extra), and all the labeled, letter-sized envelopes of cut-up question sets, enough for one per room. Make sure that there is always an extra copy of each round’s questions left in the Tab Room. This is important if issues arise later regarding the questions.
11. Use a rubber band or binder clip to secure these mailing envelopes together.
12. Store this package of envelopes in the Tab Room. They all need to be in the Tab Room BEFORE the tournament begins.

B. Extemporaneous

These instructions will help you organize the Extemporaneous materials in the most useful way for the tab and tournament staff.

1. Have 24 questions per round prepared if there will be eight students in each room. Typically each round is divided by a category, e.g. Domestic, International, Economic, and outrounds are a mixture of the three categories.
2. Organize the questions in groups of three.
3. Be sure the questions are distributed by difficulty so each group of three questions is the same level of difficulty.
4. Title each of these groups of questions for each of the speakers. Example:
 - Speaker 1
 1. First question
 2. Second question
 3. Third question
 - Speaker 2
 1. First question
 2. Second question
 3. Third question
 - Etc.
5. For the Judges: Print enough pages of these questions so each judge in each room has a complete set of questions. Label these sheets “Extemporaneous” and the round number. DO NOT fold these pages and do NOT put them in the letter-sized envelopes. These will need to be paper clipped to the student ballot packs in Tab during the tournament, so it is NOT helpful if they are folded or with the question strips.
6. Print at least one extra set of these pages.
7. For the Students: Now, using the same original document, add additional spaces between the groups of questions and print additional sheets of these same questions. Print enough so there is one for each room in this round.
8. Cut these sheets into strips so there is one group of three questions per strip of paper.

9. Place in a letter-sized envelope all of the strips for Speaker 1. This envelope should be labeled "Round 1, Speaker 1." Do the same for the remaining speakers. **Note that this is very different from the other limited prep question envelopes. Extemp will have all Speaker 1 quotes in one envelope, all Speaker 2 quotes in another etc.** (The other limited prep question envelopes are prepared for each room, so they will have eight different prompts, one for each speaker in the room.)
10. Place all of the above in a large 9x12 inch mailing envelope and label: "Extemporaneous - Round 1."
11. Do the same for each preliminary round and each outround. Label each of the large mailing envelopes with "Extemporaneous" and the specific round or outround.
12. Each of these large mailing envelopes should contain the following: the pages of questions, enough for one per judge in this round (plus at least one extra), and all the labeled, letter-sized envelopes of cut-up question sets, enough for one per speaker position.
13. Use a rubber band or binder clip to secure these mailing envelopes together.
14. Store these envelopes in the Tab Room. They all need to be in the Tab Room BEFORE the tournament begins.

C. Impromptu and Novice Impromptu

Even though Impromptu is no longer a Stoa event, some tournaments still choose to have Impromptu and/or Novice Impromptu as events at their tournament. These instructions will help you organize the Impromptu and Novice Impromptu materials in the most useful way for tab and tournament staff.

1. Impromptu and Novice Impromptu can use the same quotes or abstracts, **unless** the events are offered in different patterns. If they are in different patterns, the students could "share" the quotes with students in later rounds, thus making it unfair to the students competing first. If the two events are offered in the same pattern and there will not be an opportunity to "share" the information, the quotes can be the same for Novice Impromptu and Impromptu. Sometimes tournament directors choose less complicated prompts for Notice Impromptu.
2. Choose about 15 quotes or abstracts per round if there are eight students in each room. Try to have the quotes/abstracts in each round have the same level of difficulty.
3. For the Judges: Generate one page with all the prompts you chose for Round 1 and label the page "Impromptu/Round 1." Print enough pages of these quotes/abstracts so each judge in each room has a complete list of all the quotes/abstracts. Print at least one extra set of these pages.
4. Do NOT fold these pages or cut apart the questions. These will need to be added to the student ballot packs in Tab during the tournament, so it is NOT helpful if they are folded or in the envelope of cut-up strips of questions.
5. For the Students: Now, using the same original document, add additional spaces between the questions and print additional sheets of these same quotes/abstracts. Print enough so there is one for each room in each round plus at least one extra.
6. Cut these sheets into strips so there is one question per strip of paper.
7. Place each set of strips into a letter-sized envelope. Each of these envelopes should contain one of each of the quotes/abstracts for this round.
8. Label these letter-sized envelopes with "Impromptu" or "Novice Impromptu" and "Round 1."

9. Place all of the above in a large 9x12 inch mailing envelope and label: "Impromptu" or "Novice Impromptu," and "Round 1."
10. Do the same for each preliminary round and each outround. Label each of the large mailing envelopes with "Impromptu" or "Novice Impromptu" and the specific round or outround.
11. Each of these large mailing envelopes should contain the following: the pages of quotes/abstracts, enough for one per judge in this round (plus at least one extra), and all the labeled, letter-sized envelopes of cut-up question sets, enough for one per room.
12. Use a rubber band or binder clip to secure these mailing envelopes together.
13. Store this package of envelopes in the Tab Room. They need to be in the Tab Room BEFORE the tournament begins.
14. Fun Impromptu quotes/topic ideas: beach quotes, food quotes, motivational posters/quotes, Despair.com posters/quotes, opposites flash cards (use both words), etiquette cards, store logos/names (Target, In-n-Out, Subway, Burger King), tongue twisters, Snapple lids, fortune cookie fortunes, tea bag sayings, Starbucks quotes, paint chip (colors), objects (grab bag).

IV. Limited Prep Events - Ballot Prep During Tournament

Make sure that you have all the limited prep questions for each IE round for all limited prep events at the beginning of the tournament.

A. Apologetics, Mars Hill and Impromptu

1. The limited prep IE student ballot packs should contain judge rule sheets (that will be printed during the tournament in the tab room) and eight blank student ballots. Limited prep ballot packs must also include a list of the limited prep questions for the current round. These should be paper clipped to the ballot packs under the judge rule sheet (with the competitor names printed) and on top of the eight blank student ballots.
2. Room Administration Instructions should be included for one judge in each competition room. These Room Admin sheets should be printed on the corresponding color to match the student ballots. There are specific instruction sheets for Apologetics, Mars Hill and Impromptu. Since only one judge per room needs this Room Admin Instruction sheet, it is best to give it to judge 1.
3. Assemble the ballot packs for the first judge in each room to include the judge rule sheet with the competitor names printed on it, the envelope containing the student prompts, a copy of the Room Administration Instructions, a list of the prompts used for the current round and the 8 blank student ballots. Judge 2 and Judge 3 ballot packs for each room (assuming the IE rooms will be paneled with 3 judges) should receive the judge rule sheet (with the competitor names), the list of the prompts used for the current round and the blank 8 student ballots.

B. Extemporaneous

1. Extemporaneous student ballot packs should contain judge rule sheets (that will be printed during the tournament in the tab room) and eight blank student ballots. Extemp ballot packs should also include a list of the Extemp questions for the current round. These should be paper clipped to the ballot packs under the judge rule sheet (with the competitor names printed) and on top of the eight blank student ballots. (The envelopes with the competitor questions will be handled by the Extemp Room Coordinator.)
2. Leave one copy of the set of questions in the 9 x 12 envelope. This envelope should also contain the letter-sized envelopes of question/topic strips for the speakers and will be picked up by the Extemporaneous Prep Room Coordinator prior to each IE round. (Make arrangements with him/her before the tournament starts.) The Extemp Room Coordinator should also be given a copy of the complete set of postings for the round and several additional copies of the Extemp postings.

V. Debate Ballots: Team Policy, LD and Parli

A. Full Student Ballots

1. Ballot masters are on the Stoa website.
2. There are several versions of the ballots, so check with your Tab Director to be sure you print the correct ballots. NOTE: If the tab staff will be using the Joy of Tournaments tab software, make sure you print the Joy of Tournaments ballots.
3. All TP ballots should be printed on white 8.5" X 11" paper, LD ballots should be printed on cream colored paper and you may opt to have Parli printed on yellow paper. (If Parli competition will be during an IE pattern, make sure Parli ballots are not printed on a color used during that IE pattern.) Having the ballots on different colors makes it easier to quickly locate the ballots.
4. All ballots should be printed before the tournament begins. Store each kind of ballot in a separate, labeled box. They do not need to be in hanging files.

B. Speed Ballots

1. Speed Ballots are generated and printed in the Tab Room during the tournament and cannot be printed prior to the tournament.
2. Since they are generated directly from the tab software, masters are not available on the Stoa website. These ballots are printed with the specific names of the students competing in each round, after the software generates the pairings.
3. These should be matched and paper clipped to each debate ballot after the round is sectioned and printed. (If the ballots are paper clipped instead of stapled, the ballots won't have torn and tattered edges, which can cause copier issues.)
4. Bring enough of the same colored blank paper to print speed ballots. (White paper for TP speed ballots, cream paper for LD speed ballots and yellow paper for Parli speed ballots.)
5. Optional: Some Tab Directors prefer to have speed ballots on a different color than the full ballots. If this is preferred, choose a different color for the TP speed ballots than you plan to use for the LD speed ballots.

VI. Ballots for Community Judges

1. Work with the Community Judge Coordinator to determine how many ballots will be needed each round for community judges. IE ballots: it is best to give them several of each ballot type. You may decide to give them fewer Apologetics ballots as those are usually only given to community judges that are known to be Christians (or pastors).
2. The coordinator may have an idea of how many community judges are registered to judge each round before the start of the tournament. They will most likely need to modify this number immediately before each round when the judges arrive for orientation.
3. Give the Community Judge area their ballots before the rest are taken to the Ballot Push area for parents. Remind the Community Judge workers to take any left-over ballots to Ballot Push as soon as possible before potential parent judges disperse.
4. Do not give the Community Judge area more than one ballot per competition room (if at all possible). IE ballots are labeled and printed judge '1 of 3', '2 of 3' or '3 of 3' in rooms paneled with 3 judges. It is helpful to give community judges IE ballots that are labeled 'judge 2.' Then if an additional ballot is needed from the Ballot Push area for a community judge, you can pull any 'judge 2' ballot left at ballot push, knowing that there isn't already a community judge paneled in that particular room. (You would never want to give a community judge the 'judge 1' ballot of a limited prep event with Room Administration Instructions.)
5. Debate ballots – you may choose to give community judges ballots for rooms and buildings that are closer and easier to find.
6. If you learn that additional community judges are coming to judge for outrounds, panel additional judges and print additional ballots so you still have a mix of community, parent and alumni judges.

VII. Debate Flowsheets: Team Policy, LD and Parli

1. Check with your tournament director to see if he or she wants these printed for the judges. If so, print approximately one per debate round per judge (the same number of ballots printed). Some judges will use more than one but others will not use any.
2. These document masters are available on the Stoa website. There are two TP versions available – an 8 ½ x 11 version and an 8 ½ x 14 version. The 8 ½ x 14 version is more commonly used but you should ask the tournament director which version they would like to use.
3. Keep white master copies of these in clear plastic sheet protectors in the Tournament Masters File.
4. Flowsheets should be stored and available at the Ballot Push Table and in the Community Judge Orientation Room.
5. If you are using 8 ½ x 14 inch TP flowsheets and your copier or printer can print on that sized paper, bring extra 8 ½ x 14 inch blank paper in case more need to be printed during the tournament. (If your copier or printer can't print on 8 ½ x 14 inch paper, make sure you bring plenty of flowsheets to the tournament; at least one per debate round.)

VIII. Debate Timer Sheets: Team Policy, LD and Parli

1. Masters are available on the Stoa website. Print copies on white 8 ½ x 11 inch paper.
2. Keep blank, white master copies of each type in clear plastic sheet protectors in the Tournament Masters File.
3. Print enough of these for each preliminary debate round and all outrounds where you expect to have timers. With self-timing and double-flighted LD competitors timing each other, not as many LD timer sheets may be needed.
4. Timer sheets should be stored and available at the Timer Table.

IX. Tab Storage/File boxes

It is helpful to have separate plastic boxes (with lids) containing hanging files with the tab paperwork. All of these boxes need to in the Tab Room before the tournament begins.

Box #1: Extra blank colored paper.

1. Be sure there are at least 50-100 blank sheets of each of the colors for the speech events taking place at your tournament.
2. Keep these in hanging files so they stay neat and flat. If there is a large amount, it is okay to keep it in the original package.

Box #2: IE ballots and tournament masters

1. Extra IE Student Ballots. Have a hanging file for each IE ballot type with at least 10-20 extra ballots of each type. These should be readily accessible in case a judge needs one during a round. A white master copy of each of these documents should be at the back of each file stored in a clear plastic page protector. (It is helpful to have white master documents to use on the copier, as it is difficult to copy from the darker colors.)
2. File for debate ballot master copies for TP, LD and Parli
3. File for debate timer sheet master copies for TP, LD and Parli
4. File for debate flowsheet master copies for TP, LD and Parli
5. Dance card master copy (if you are using dance cards)
6. Tournament specific masters such as tournament schedule and map of venue

Box #3: Judge Rules and Room Administration Instructions (See Section II)

1. Labeled files for all of the IE's with the judge rule sheets printed on one side. The other side is BLANK and will be printed in Tab during the tournament. Be sure there are enough of these pre-printed sheets for each judge in each round (preliminary, quarter, semi, and final) for each room of competitors. The number of copies needed can be calculated using the "Ballot and Room Estimator" spreadsheet found on the Stoausa.org website. It is recommended that you print 10% extra for each event. (See Section II of this document.)
2. Room Administration (Head Judge) Sheets for Apologetics, Mars Hill and Impromptu. These should be printed on the same color paper as the event ballot. Only one Room Administration Sheet is needed per room (not per ballot pack).

Box #4: Outround Student Ballot Packs for rounds with more than three judges.

1. These should be kept separate from other ballot packs containing three student ballot packs.
2. There should be 5 Student Ballot packs clipped together with a large paperclip for the final rounds.

X. Tab Room Supplies

It's helpful to keep tab supplies in the Tab Room and separate from other tournament supplies.

White paper, 8.5 X 11 inches. Used to print TP debate speed ballots during the tournament, as well as all postings, announce sheets, etc. Also used for photocopying student ballots. (One copy is needed of all LD ballots and three copies of all TP and Parli ballots for the student ballot envelopes.) Estimate that ½ case of blank white paper will be needed for each 100-150 tournament competitors.

Colored paper: If LD or Parli speed ballots will be used, colored paper is needed in the appropriate amounts. Extra blank colored paper is needed for each of the IE colors used for the tournament. 50-100 sheets of each color should be adequate.

Paperclips, small and large, 4 to 6 boxes of each

Binder clips, large and medium, 3-6 of each

Blue tape, 1-inch, 6 rolls

Blue tape, 2-inch, 1 roll

File Folders, about 10 (for announce sheets and for transporting ballots)

Scotch tape, clear, 2 rolls/dispensers

Highlighters, yellow, 6

Highlighters, color other than yellow, 3

Sharpie markers, 6 black

Red pens, 2-4

Black pens, 2 boxes of 12

White-out correction tape, 1

Dry-Erase marker set, various colors, 2-4 pens and eraser

Manual staplers, 2

Staples, 1 box

Staple removers, 1

Scissors, 2

Sticky Notes, 12 pads, approximately 3" X 3"

Ruler, 1

Paper cutter, 12" blade minimum (Please be sure the blade is sharp!)

Labels, Avery, return address size (These would be used if for some reason the names cannot be printed on the ballots in Tab.)

Extension cords and power strips for three-prong plugs, 3-6

Rubber bands, 1 bag

White envelopes, letter size, 12

XI. Hanging Files and Boxes for Student Ballots

1. Hanging file folders and crates are needed in the Tab Room for filing student ballots after they are completed by judges, input by tab staff and photocopied. (Lids are not needed and will get in the way if they cannot be removed.) One file box is needed for approximately every 40 to 50 competitors.
2. Each competitor needs a hanging file with a tab with his or her name on it.

3. Alphabetize these files in the crates. (To store or transport, you can consolidate all the hanging files into several of the crates, and bring in the remainder of the empty crates.)
4. Bring all of the crates and files to the Tab Room at the beginning of the tournament. Don't overfill the file boxes since it is much easier to file when there is extra room in the boxes. The files will also become increasingly full as the tournament progresses. Additionally, it is helpful to spread out the files among several boxes so more people can file at one time.
5. It is helpful to have the Duo partners' names printed in very small font beneath the competitors' names on the file folder tabs. Duo ballots only have the last names printed on them and without the Duo names printed on the file folder tabs, it can be difficult to determine the owner of some of the Duo ballots. This information is in the registration software. (If this isn't done, a list of the Duo teams' full names should be posted near the file boxes.)

XII. Ballots and Tab Filing

A. Ballot Envelopes for Student Ballots

1. Each student needs a large 9" x 12" envelope for their ballots so they can be returned to the student at the end of the tournament. The large size is needed to accommodate all the ballots, especially for students who are competing in many different events.
2. Each envelope needs the student's name and the student's club on one of the upper corners of the envelope.
3. These can be hand-written or printed on labels generated by the registration website and should be done prior to the tournament.
4. Do not put the envelopes in the individual student hanging files. Store the envelopes in the boxes they came in, or in another box until the last half-day of the tournament.
5. During the last half-day of the tournament, the tab staff should begin putting the ballots into the ballot envelopes. You may need additional tab filers during the last day. As you place the ballots in the envelopes, look through each file and make sure there are no misfilings.

B. Tournament Participation Certificates

These must be printed prior to the tournament (if they will be given). These can be filed during the tournament or placed in the individual student ballot envelopes prior to the tournament.

C. Filing student ballots

1. Larger tournaments may need a dedicated tab worker for copying and filing, with all tab staff helping to file when they are available.
2. One copy is needed of all LD ballots and three copies of all TP and Parli ballots. After the ballots are copied, the student name should be highlighted on the ballot (or ballot copy) and then the ballots and copies should be filed. LD ballots – you may choose not to highlight names on these ballots, but can give the original to the competitor on the affirmative side and the copy to the competitor on the negative side.

3. IE ballots - only Duo ballots need to be photocopied. Wait until all the ballots from a competition room are completed and returned by judges to the Tab Room. (There are usually three ballots from each room if the event was paneled with three judges.) Then sort those ballots by student and file the three student ballots at the same time.

D. Distribution of student ballots

You may choose to have each student responsible for picking up their ballot envelope at the end of the tournament. You can instead sort the ballots by club and ask that a coach or adult from each club pick up their clubs' ballots. If you distribute ballots by club, you will be left with fewer unclaimed ballot envelopes at the end of the tournament.

XIII. Organization in the Tab Room

1. For larger tournaments, it is recommended that you use separate computers and work areas for 1 or 2 IE stations, LD and TP. Smaller tournaments may only need 1 IE station and might combine other tab assignments. Parli tabbing can be added to another tab area. If you split the IE's between two stations, have each station do half of each pattern rather than all of one pattern.
2. Long tables are needed for the student hanging file boxes. These tables should be out of the way of the computer areas. If needed they can be in a separate but nearby area.
3. Printers need to be accessible to all the computer stations. If possible, have one dedicated printer for each computer station. It's also recommended that the print drivers for several printers be installed on all tab computers. Then if there is a printer problem, computer users can quickly and easily move to a different printer and immediately be able to print.
4. The copier needs to be accessible to everyone.
5. Additional tables are needed for organizing, assembling and receiving ballots.
6. Supply boxes of paper and extra supplies and ballots can be stored under tables.
7. Boxes with IE ballot packs, IE judge rule sheets and debate ballots need to be on tables and accessible.
8. Keep a set of postings for each round and outround posted on the Tab Room wall for quick and easy reference.
9. For posting on the Tab Room wall, make signs for each IE using the corresponding color of paper with the event name printed on them. Place the signs in plastic sleeve protectors and post the IE signs on the wall under Pattern A or Pattern B signs. Tape each round's postings under these headings. Save these signs in the tab supply box for use at other tournaments.
10. Hang debate postings on separate walls or areas.
11. Post several schedules and maps around the room.
12. Post lists of phone numbers for facilities help, tournament staff workers and other tab workers.
13. Post a list of Duo partners first and last names near the file boxes.

XIV. Tab Room Equipment Needs

1. High-speed copier/printer, black and white with the ability to duplex copy and feed stacks of papers through the feeder to be copied. This is for general copying and for copying all the debate and Duo ballots for the students' files. We have found it more economical to purchase a copier from Costco rather than rent a copier for each tournament.

2. Laser jet printers (one for each tab computer station).
3. Extra toner cartridge for copier and extra printer cartridges for printers.
4. Printer cables, power strips and extension cords.
5. If you rent a copier – make sure they provide extra toner for the copier. Make sure you have a phone number for the rental company that can be used after hours and weekends, since this is likely when you will service will be needed.
6. Table needs for large tournaments: 3-4 long rectangle tables for the hanging student file boxes, 4 long rectangle tables for tab staff/computers, 2 additional tables for assembling and sorting ballots.
7. Several large trash cans and recycling boxes.
8. White board or somewhere to make large notes on the wall (chalkboard or butcher paper).

XV. Awards

- A. Have a list of the awards that will be given out at the awards ceremony and a list of the ceremony order.
- B. Special Awards. You may choose to offer some special awards at your tournament in addition to the usual awards. If you decide to award any of these, be sure to alert the tab staff at the beginning of the tournament so they can calculate and keep track of these.
 1. Picket Fence awards. A picket fence is an IE room where all the judges have given the same person first place. Picket fence awards can then be given to the competitor(s) who receive the most picket fences during the tournament.
 2. Sweepstakes (IE Sweepstakes). The tab software computes this if the sweepstakes points for events have been entered into the tournament database. If the tournament was set up in the tab software by copying last year's tournament, verify that sweeps points were entered for any new or additional events. Also verify that sweeps points are adjusted for any events that have changed in size (number of competitors). All events must be 'complete' in the tab software before the software is able to calculate these sweepstakes.
 3. Tournament Champion. This is a combined sweepstakes award which factors in speech and debate. The debate sweeps points must be manually added to the speech sweepstakes points after all the events are completed. This award can be labor and time intensive and must be done during a small time window.
 4. Club awards (IE, speech, or combination). These need to be computed manually with predetermined criteria. This award should also be weighted to adjust for club size. Consider if you have the tab staff and time necessary for figuring this award. The final calculations cannot be done until all of the events are complete. There will be a tremendous amount of pressure during a limited window of time to figure these awards.