



- Turn off cell phones
- Sit front and center
- Check the competitor names on your ballot to make sure that you have no conflict of interest.
- Make sure all judges are present prior to beginning the round.
 - Typically, there are 3 judges, but some rounds will have fewer.
 - You may ask one of the tournament staff if you have questions.
- Use time before the round begins to read rules on the back of Tabulation Ballot.
- Turn off cell phone and ask the audience to do the same.
- Students enter one at a time but may speak out of listed order.
- Stay in room until all competitors listed on the Tabulation Ballot have delivered their speech.
- Audience members may come and go
- Set aside personal bias and expertise and judge based on ballot criteria.
- **Be responsive!** However; do not interrupt or question speakers about the content of their speech at any time.
- Please use blue or black ink pen (not pencil) to fill out your ballot evaluation and rank sections.
- Write initial impressions & key notes on ballots after each speaker.
 - Reminder: time is limited. For Interpretive and Platform events you may have two minutes between speakers.
- Rank speakers by stacking ballots (while in the room). First place on top, second place below, etc.
- Ask a Hall monitor to help you if you have any difficulties or confusion before or during the round.
- Return to the Judge's Hospitality area immediately after the last speaker to fully complete ballot with rankings and additional comments.
 - Please record the exact ranking (1 - 8) on the tabulation sheet. If you have any penalties, please see staff to complete.
 - Please do not confer with other judges or students about your individual rank and comments.