



# Extemporaneous Room Administration

Thank you for agreeing to serve as the head judge for this Extemporaneous round. As the head judge you have two main responsibilities:

- Supervise the time
- Manage the room

## Supervising the time:

**Use the timepiece provided in the room. Keep numbers in view of competitors to help them manage their pace.**

1. When each competitor enters the room, re-set the timepiece to 00:00 and count up.
2. Face the timepiece toward the speaker using the built-in stand.
3. Confirm that the competitor can see the timepiece clearly.
4. When competitor begins their speech presentation, **press start so that the timepiece counts up.**
5. **Immediately press stop when the competitor concludes the speech.** While the speech is supposed to be a maximum of 7 minutes, do not limit the speaker's time with the timepiece. Allow each speaker to finish speaking and simply record their time.
6. Announce this time to the other judges to record on their ballot.

## Managing the room

- Speakers prepare for this event in another room and will arrive to your room ready to speak. You are not responsible for supervising the preparation time.
- Extemporaneous competitors are scheduled to speak every 10 minutes, which provides two or three minutes between speeches for judges to write notes. Encourage the other judges in your room to use this time to fill out the ballot on the previous speaker(s).
- Confirm any required penalties (see ballot) with the other judges before leaving the competition room at the end of the round.

**Thank you for your investment in our competitors!**

Preparation and walk time – thirty (30) minutes. Speaking time – seven (7) minutes. No minimum time.  
**Timepiece should remain in the room. Return this document with your ballots.**