Extemp Prep Room Timesheet Instructions
Stoa Speech Committee

Three auto-fill timesheets are available in Excel format for Extemp proctors to use as simple tools to streamline the functions of the Extemp prep room, help avoid mistakes, and help keep the competition round and entire tournament running on time.

It is advisable to have a laptop and a printer in the Extemp prep room, if possible, in order to auto-fill and print these timesheets on location at the prep room. If that is not possible, blank copies may be printed ahead of time and filled in by hand, as has been done in the past. Either way, tournament staff should wait to publish draw times and speak times until it can be determined with certainty when those times will be.

Extemp Draw Time & Speak Time Sheet
This sheet is usually posted both inside and outside of the Extemp prep room as a reference for the proctors and the competitors, and may also be posted at every posting location. A PDF copy of this sheet, once it is completed, may also be posted on the tournament website along with the event postings as an accessible reference to help competitors across the campus manage their time and avoid being late for their Extemp draw. Enter the first **draw** time in the upper left time cell (with the double-line border), and the rest of the time cells will be auto-filled for the round. Additionally, update the cell that currently says "Round 1" with the correct name of the round (Round 2, Semi-Finals, Finals, etc.) as appropriate.

> Note about Extemp postings: It is advisable to publish the Extemp postings and the "Extemp Draw Time & Speak Time Sheet" on the tournament website well in advance of each Extemp round, which is usually before the other speech events are posted for that round. Additionally, it can be useful to physically post all speech events for that round at the Extemp prep room when the postings go up elsewhere on campus. The reason for these strategies is that Extemp is the only speech event that requires a specific order of speakers and has required prep times that start 30 minutes prior to assigned speak times. This means that Extemp competitors must be able to plan ahead in order to manage their time effectively, especially if they are in multiple speech events during that round. Posting Extemp early does not give the Extemp competitors any real competitive advantage. It does, however, help the Extemp competitors manage their time effectively and help the tournament run on time.

Extemp Prep Room Time Sheet
This sheet is used by a proctor in the Extemp prep room to call out remaining prep times and check-out times. There are several versions of this sheet within the Excel workbook that are appropriate for different rounds and situations. Enter the first **draw** time in the upper left time cell (with the double-line border), and the rest of the time cells will be auto-filled for the round. Additionally, update the cell that currently says "Round 1" with the correct name of the round (Round 2, Semi-Finals, Finals, etc.) as appropriate.

Extemp Speak Time Sheet
This sheet is for placement in each of the Extemp competition rooms to inform the judges about when each speech is scheduled to begin. This helps the competition room stay on schedule and helps ensure equity of prep time for all competitors. Enter the first **speak** time in the uppermost time cell (with the double-line border), and the rest of the time cells will be auto-filled for the round. Additionally, update the cell that currently says "Round 1" with the actual name of the round (Round 2, Semi-Finals, Finals, etc.) as appropriate.

Note: Afternoon and evening times (1:00 PM or later) must be entered as "military time" (i.e., 1:45 PM = 13:45).