

- Turn off cell phones and ask the audience to do the same.
- Sit front and center.
- Check the competitor names on your Tabulation Ballot to ensure no conflict of interest.
- Establish that all judges are present prior to beginning the round.
 - Typically, there are 3 judges, but some rounds will have fewer.
 - Ask a hall monitor to check with tournament staff if you have questions.
- Use time before the round begins to read the **Goal, Description, and Presentation Rules** on the back of the Tabulation Ballot.
- Students enter one at a time but may speak out of listed order, except for Extemporaneous speakers who will arrive in the listed order and speak at their designated Speak Time.
- Stay in the room until all competitors listed on the Tabulation Ballot have delivered their speech.
- Audience members may come and go in between speeches.
- 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 complete your Tabulation Ballot.
- Write initial impressions and key notes on ballots after each speaker.
 - Time is limited. For Interpretive and Platform events you will have two minutes between speakers to jot down initial notes. You will have plenty of time after the round to complete your comments. Limited Preparation events must use the next student's prep time for comments.
- Rank speakers by stacking ballots (while in the room). Put your first place on top, second place below, etc.
- Ask a hall monitor to help with any difficulties before or during the round.
- Return to the Judges' Hospitality area immediately after the last speaker to fully complete ballots with rankings and comments.
 - Record the exact ranking (1 - 8) on the Tabulation Ballot.
 - If you have any penalties, use the Original Rank column on the Tabulation Ballot to rank the speakers as if there were no penalties. Then see staff to add the penalties and complete the re-ranking.
 - Please do not confer with other judges or students about your individual rank and comments.

Thank you for serving our competitors!