

## General Instructions for Speech Judges

You may text the Tab Room Staff at 470-222-4641. Please do not call, text only.  
Be sure to include your Event, Judge Code, and Section Letter in your text asking for assistance.

### At the Convention Center:

- The Tab Room for DEC, EXT, OO, and OI is in Room 152-B.
- Ballot Drop-Off is on the Concourse outside of Exhibit Hall B.

### At the Marriott Marquis:

- The Tab Room for DP and DUO, and the Protest Committee, is in Salon 12-13 outside the Marquis Ballroom on the M2 Level.
- Ballot Drop-Off is in the lobby outside the Marquis Ballroom.

### At the Marriott Renaissance:

- Ballot Drop-Off is in the lobby outside the Renaissance Grand Ballroom.

1. If there is a discrepancy between the judge card and the ballot packet in the preliminary rounds, judges are asked to judge the rounds assigned by the BALLOT PACKETS.
2. Speakers will speak IN THE ORDER LISTED. Please list speakers in speaking order on the ballot.
3. judges should take attendance of the students before starting the round. If there are any students present that are not on the ballot label of your ballot envelope, please text the tabroom to ensure the student should be in the room.
4. There may be drops within preliminary round sections of which judges may be unaware. All rounds should have at least 5 contestants. If a round has fewer than 5 contestants, text the tab room or send someone to the tab room to report this fact and get instructions.
5. Judges should make certain that all THREE judges are present before beginning the round. Please confirm with each other that the assigned three judges are present. Decide which of the three will be the timekeeper for the round.
6. In any round of competition, it is unacceptable behavior for a spectator to address the group, and the judges should insure that this behavior does not occur. Aside from the normal presentation of the student speeches, no one in the room shall be permitted to address the judges or the contestants. Judges may address the group regarding the normal transaction of the business of the round.
7. Audio and/or video recording of any round is strictly prohibited. Judges should insure that such recording does not occur.
8. Read the critique sheet for specific rules of the event. This is a national tournament, please avoid judging on local criteria which are not reflected on the ballot.
9. Make sure that your comments are constructive and that they clearly justify the contestant's rank.

10. If time signals are given (and they MUST be given in Extemporaneous Speaking), establish clear signals with the contestant before he or she begins to speak. Please give time signals in any event if requested, at no penalty to the contestant.
11. Begin all rounds on time. Start times for each round will be found in the Tournament APP, assignment card, and packet label.
12. If you have ONLY Round 2A or 2B free on your Assignment Card, use that free round for lunch. If you have them both free, please wait the half hour at the start of 2A, go have lunch and return for the start of 2B.
13. A Judge is not to confer with the other judges in the round. Rankings are to be reached independently. Judges are not to reveal their ranking to anyone.
14. Judges must not give oral critiques to the speakers.
15. Ballots are to be returned immediately following each round. Please put your critique sheets in Speaker Order, NOT in Rank Order.
16. Please put your cell phone number on the top Master Ballot for the round. If we have any questions we'll be able to contact you faster. The Master Ballots are not distributed to students and are seen only in the Tab Room.
17. A judge who is not listed to judge a particular round should consider him/herself to be on STANDBY for that round. Please remain in the Judge's Lounge for the first 30 minutes of the round, should you be needed to fill in for a missing judge.
18. If a judge has any question about a selection and whether it conforms to the rules, please come to the TAB ROOM after the round. Judges MUST NOT take it upon themselves to disqualify a selection.
19. We cannot run this tournament without the time and effort judges give to this process. We are extremely grateful to all of the judges for sharing their expertise with us this weekend.
20. On Sunday Speech Judge Meetings are all at the Marriott Marquis:
  - For OctoFinals, at 8am in the Liberty Ballroom, Salons IJKL
  - For QuarterFinals, at 11am in the Liberty Ballroom, Salons IJKL
  - For SemiFinals, at 1:45pm in the Liberty Ballroom, Salons IJK
  - For Finals, at 4:00pm in the Mint Room