MATERIALS FOR ORIENTATION/BALLOTING

FOR EACH CATEGORY

Clasp envelopes will be available at conference

JUDGES’ PACKET

• Program with timings – highlight if program is over time limit.  
 (Coordinator creates and brings/or submits to Marcie for copying by national)

• Judging Sheets   
(Coordinator creates and brings or submits to Marcie for copying by national)  
  
• Judging Guidelines

• Extra Paper (will be in supply box from office)

• Pencils (will be in supply box from office)

**MONITOR Packet**• *3 programs with timings for each category.*

(Coordinator creates and brings/or submits to Marcie for copying by national)

1 for inside monitor (highlight if program is over time limit)  
1 for outside monitor

1 for judges table (highlight if program is over time limit)- *see ‘Judges Packet’*

• Inside/ Outside Monitor Instruction Sheet  
 1 for inside monitor

1 for outside monitor

• Inside Monitor Competition Opening document

**COORDINATOR PACKET**

• Procedures Following Balloting document

• Ballots

• Decision sheet for judges to sign

• List of all entrants and teachers to give to judges following balloting (created by National Director)