Before the contest begins, coaches may assist with putting contestant numbers on students' blank paper if necessary. Inform contestants and coaches of the time and place of the viewing period, if one is scheduled. A verification period is strongly encouraged not to exceed 15 minutes to review evaluations and compositions and verify identification (not to question judge decisions). Spectators and coaches not assigned a specific duty in administering the contest should be dismissed from the contest room before the contest begins.

- (1) Call roll (if necessary).
- (2) Say: "This is the UIL Creative Writing event. Write your contestant number in the upper right corner of your blank writing paper."
- (3) After all students have written their contestant number, Say: "Now, I am going to pass out the Creative Writing prompt sheet faced down. Do not turn it over until I tell you to do so."
- (4) After all students have received a prompt sheet, Say: "Turn over the prompt page. Now, I will read the instructions. 'Write a story on your own paper. You must write about at least one of the things shown on this page. You may use as many of the pictures as you want.' You may use the instruction and prompt page for notes or ideas."
- (5) Next, read the captions underneath each picture.
- (6) Say: "You will have 30 minutes to write a story, and I will give you a 5-minute warning before time is up. You may begin writing your story now."
- (7) After 25 minutes, Say: "You now have five minutes to finish your story."
- (8) After 30 minutes, Say: "It is now time to stop writing. Please put your pencils or pens down, and I will collect your prompts and contestant papers."