

IMPROMPTU SPEAKING INSTRUCTIONS FOR THE CONTEST DIRECTOR

The following guidelines are to be used to expand upon, but not replace, the information in the *Constitution and Contest Rules*, Section 1056. The rules may be found in the *A+ Handbook* and on the UIL web site. Also see **General Instructions for Contest Directors of Speaking Events on the UIL web site for instructions on securing and training judges, sectioning speakers, time keeping and determining ranks.**

BEFORE THE MEET

Check your contest packet...you should receive:

1. Contest rules
2. Contest Roster
3. Topics for preliminary rounds
4. Topics for the final round
5. Individual evaluation sheets
6. Judges' Ballots
7. Judges' Ranking Sheet for a panel of judges

Rooms.

Arrange for rooms to accommodate the number of contestants expected (check with the district director or district meet host to get the number of contestants entered). A separate room is needed for each preliminary section. Follow UIL rules for creating preliminary sections. Provide one room for tabulation of results, which may also be used for other speaking events.

Materials and Equipment

1. The contest packet.
2. The contest roster may be filled out with contestants' names from entry forms prior to the contest.
3. Two sets of topics from the League office for preliminary sections and one set of topics for the final round. (Topics may be duplicated for additional preliminary sections.) Topics for each section should be cut into strips and placed in a box, large envelope or other container.
4. A stopwatch for each section.

Personnel

1. *Contest Director.* This person may be a coach and should be responsible for securing and training all other personnel.
2. *Judges.* A single judge or an odd number of judges for each preliminary section should be selected and trained by the contest director. The judges should be provided with a copy of the evaluation sheet prior to the beginning of the contest to make certain they understand what is being evaluated. So far as possible, judges should not know which school any contestant represents. Judges are to be instructed to give positive and constructive comments. See the sectioning instructions for an estimate of how many judges will be needed.
3. *Section Chairperson.* One adult is needed per section to see that the contest progresses without problems.
4. *Timekeepers.* A timekeeper is needed for each section. The chairperson may serve as timekeeper. It is important that each contestant have equal time – three minutes – to prepare. The maximum length for each speech is 5 minutes. Contestants will be penalized one rank for exceeding the allotted time. There is no minimum time limit.

5. *Tabulation Room Assistants*. Adults are needed to work in the TAB room to receive ballots from the judges and to determine winners.

Sectioning and Speaker Order

See **General Instructions for Contest Directors of Speaking Events** on the UIL web site.

DURING THE CONTEST

1. Contestants draw three topics, select one, and speak on the topic after three minutes of preparation. The topic selected is not returned to the envelope or container. Because UIL events are meant to be educational, contestants may remain in the contest room and listen to other speakers. Audiences are welcome.
2. Contestants may use blank paper to organize ideas during preparation. However, no notes may be used when giving the speech.
3. The section chairperson is to see that the judges have ballots and evaluation sheets and that the timekeeper is in place before the first speaker begins.
4. When the round is over, the chairperson gathers the evaluations and ballots from the judges and delivers them to the tabulation room. Instruct judges not to leave the contest until released by the contest director, so they are available if any questions arise in tabulating results.
5. Announce the names or numbers of the contestants who will be advancing to the final round, if a final round is required.

AFTER THE CONTEST

1. Congratulate *all* contestants for their participation and effort.
2. Provide the district director with the Contest Roster, a list of first through sixth place contestants and their schools, and the number of contestants participating.
3. Make recommendations or suggestions for the following year.
4. The district director or district meet host must return contestants' evaluation sheets, tests, answer sheets, papers, etc. to participating schools. This material **CANNOT** be returned until the release date established in the current *Constitution and Contest Rules*. The meet director may need your assistance in putting the names of contestants and their schools on the papers or evaluations to be returned, or in separating the contest materials to be returned to each school.