



Running the Contest

1. Preparation

- A table for the judges and the timekeeper.
- Provide sharpened pencils, pens and scratch paper.
- Provide water for the contestants.

2. The Contest

- The moderator (or contest director) can open the contest with a welcome and any announcements related to the contest.
- Provide the judges with ballots with the names of the contestants.
- The order the contestants present in can be determined beforehand either by drawing numbers before the contest or alphabetical order.
- After each speech, give the judges enough time to write their comments before the next contestant begins.
- After the contest, give the judges enough time to complete ballots. The timekeeper will collect the ballots and give them to the individuals who will be tallying them.
- Provide a room or separate area away from the contest for tallying.
- When tallying is complete, have the moderator present the winners.
- Take a picture that can be used for press releases and newsletters.
- Give the contestants their ballots.
- Provide the winner with any information about the next contest level in which they will be participating.

After the Contest

1. Inform SCCL of the name, address and phone number of the winner and include a copy of the winners speech.
2. Send out a press release on the event to local papers, including that a local teen will be participating in the state contest. Include a photo of the student if possible.