

GUIDELINES FOR DISTRICT MEET DIRECTORS

1. Procure medals, ribbons, trophies and/or plaques as decided on at the district meeting.
2. Arrange for all speech judges, preferably people not teaching at any schools involved.
3. Arrange for contest directors and graders for each event.
4. Receive the entries and fees from each school and compile the Contestant Event Roster.
5. Attend January Meeting
6. Submit Payment at January Meeting for District Academic Tests. (\$150.00)
7. Make sufficient copies of the tests received.
8. Prepare a packet for each contest director containing the roster, rules, tests, and answer sheets if appropriate.
9. Prepare a sheet to display team results.
10. Provide scratch paper where required.
11. Provide time cards and stop watches for speech events.
12. Train someone to oversee the draw for persuasive speaking.
13. Be familiar with the rules for each of the contests.
14. Find someone to call the spelling words and provide them with the list several days in advance.
15. Send speech documentation for winners and alternates along with district results to the appropriate speech classification coordinator.
16. Send speeches and statements of originality of winners and alternates for original oratory to the appropriate speech classification coordinator.
17. E-mail district results to TAPPS office.
18. Return speech critique sheets (except persuasive speaking) and yearbook rubrics the day of the meet.
19. Send qualifying yearbooks and newspapers to the State office by the date posted on the current year's calendar.
20. Return all other tests and answer sheets after all district meets are completed. Contact the TAPPS office for the date.