

INDIVIDUAL EVENTS

Instructions for Timekeepers

- I. Timekeepers have been provided for all individual events. Timekeepers should pick up schedule and check out a stopwatch if needed from **Plaster Student Union – Room 311**. ***Timekeepers should be on time and present in the performance room they have been assigned. The Timekeeper will introduce the speakers and keep time using time cards for each performance.***
- II. Using the MSHSAA Championship Program found in the onsite school packet, you will find the rooms scheduled for your event and the names of the participants as well as a list of the times each student is scheduled to participate. At the exact time the event is scheduled to begin, call the speaker listed. Hold to this schedule as closely as possible. However, if the Judge asks to delay calling the next speaker, do so, even though this puts you behind time.
- III. If the participant is not present when called, wait three minutes. If the individual is not found, proceed to the next participant ***at his/her scheduled time***. If the missing participant shows up at any time after the three minute interval has elapsed, have the individual report to the tournament headquarters located in the **Plaster Student Union – Room 313**. NOTE: Unless tardiness is due to an emergency, the round in which the late arrival occurred will be forfeited. The Ranking of Contestant Form should rank this person last and place LA(late arrival) beside his/her name.
- IV. No one should be permitted to enter a room while a performance is being given. Traffic should remain unhampered between speakers. Timekeepers should be at the door once a speaker begins.
- V. ***Immediately after the close of each of the rounds*** of competition the **judge** will turn-in the ballots to the Ballot Manager located in the Headquarters Room (**Plaster Student Union – Room 313**).
- VI. Each judge(school coach/director) will pick up the blank ballots prior to the start of each round. Each Timekeeper will check out a stopwatch and a set of time cards prior to a timekeeping assignment and will be responsible for returning them to **Plaster Student Union – Room 311** after the completion of a timekeeping assignment. **Ballots for each round will be returned by the judge to the Ballot Manager at Plaster Student Union – Room 313 immediately following each round.**
- VII. Time limits for all events are indicated below and include not only the performance but also any introductory material that the performer is obliged to offer.

Specific:

- I. ***Original Oratory***
 - A. Introduce the speaker and announce his/her topic.
 - B. Keep the time for the speaker. Speakers are allowed not more than **ten minutes**. Keep a record of the speaker's time for the Judge but do not interrupt the speaker if he/she should go overtime.
 - C. Keep the speaker posted as to the time he/she has remaining by showing the nine minute card at the end of one minute, the eight minute card at the end of two minutes, etc.
- II. ***U.S. and International Extemporeous Speaking***
 - A. Introduce the speaker, announce the topic, and present to the Judge the speaker's topic slip which the individual will have when he/she appears to speak.
 - B. Keep the time for the speaker. Speakers are allowed not more than **seven minutes**. Keep a record of the time for the Judge but do not interrupt the speaker if he/she should go overtime.
 - C. Keep the speaker posted as to the time he/she has remaining by showing the six minute card at the end of one minute, the five minute card at the end of two minutes, etc.

(OVER)

III. **Radio Speaking**

- A. You must call the speaker to the radio studio.
- B. Familiarize him/her with the mike.
- C. See that the "engineer" has the speaker's name.
- D. Inform the student that he/she will take cues from the control room. (finals)
- E. Time is essential; the speaker shall speak for **five minutes**.
- F. Check to be certain that the Judge is ready before the speaker begins.
- G. Keep the speaker posted as to the time he/she has remaining by showing the four and one half minute card after thirty seconds, four minute card after one minute, etc. As time is expiring show 30 seconds, 20 seconds, 10 seconds and count down by hand from 10 to 0.

IV. **Humorous Interpretation**

- A. Introduce the speaker and the title of his/her selection.
- B. Keep time for the speaker. Speakers are allowed not more than **ten minutes**. Keep a record of the time for the Judge but do not interrupt the speaker if he/she should go overtime.
- C. Keep the speaker posted as to the time he/she has remaining by showing the nine minute card at the end of one minute, the eight minute card at the end of two minutes, etc.

V. **Dramatic Interpretation**

- A. Introduce the speaker and the title of his/her selection.
- B. Keep time for the speaker. Speakers are allowed not more than **ten minutes**. Keep a record of the time for the Judge but do not interrupt the speaker if he/she should go overtime.
- C. Keep the speaker posted as to the time he/she has remaining by showing the nine minute card at the end of one minute, the eight minute card at the end of two minutes, etc.

VI. **Duet Acting**

- A. Introduce the performers and the title of their selection.
- B. Keep time for the performers. They are allowed not more than **ten minutes**. Keep a record of the time for the Judge but do not interrupt them if they should go overtime.
- C. Keep the performers posted as to the time they have remaining by showing them the nine minute card at the end of one minute, the eight minute card at the end of two minutes, etc.

VII. **Storytelling**

- A. Introduce the speaker and the title of his/her selection.
- B. Keep the time for the speaker. Speakers are allowed not more than **eight minutes**. Keep a record of the speaker's time for the Judge but do not interrupt the speaker if he/she should go overtime.
- C. Keep the speaker posted as to the time he/she has remaining by showing the seven minute card at the end of one minute, the six minute card at the end of two minutes, etc.

VIII. **Prose Reading**

- A. Introduce the reader and the title of his/her selection.
- B. Keep the time for the reader. Readers are allowed not more than **eight minutes**. Keep a record of the reader's time for the Judge but do not interrupt the reader if he/she should go overtime.
- C. Keep the reader posted as to the time he/she has remaining by showing the seven minute card at the end of one minute, the six minute card at the end of two minutes, etc.

IX. **Poetry Reading**

- A. Introduce the reader and the title of his/her selection.
- B. Keep the time for the reader. Readers are allowed not more than **eight minutes**. Keep a record of the reader's time for the Judge but do not interrupt the reader if he/she should go overtime.
- C. Keep the reader posted as to the time he/she has remaining by showing the seven minute card at the end of one minute, the six minute card at the end of two minutes, etc.