

Checklist for Judges and Supervisors' Room

Guidelines for the space:

- Easy access to a photocopier.
- Easy access to a bathroom, preferably not one that students are also using.
- Easy access to the calligrapher's room (Needs to be a separate space).
- A place for the runner to sit just outside the door.
- If the door locks, make sure the supervisor can have a key.
- Plan for food delivery (No parents are allowed in the room, so arrange for supervisors to meet them at the door when necessary).

Supplies:

- Three working computers for the judges. They must have Microsoft Word, and be able to load a flash drive.
- One working computer for the supervisors. This must have Microsoft Word and Internet access, and be able to load a flash drive.
- A printer that all four computers can print to.
- Pads of paper or loose-leaf for note-taking
- Writing utensils
- Stapler and staples
- Paper clips
- Post-it notes
- Very large manila envelopes (12x15) – at least 1
- 5 clipboards
- 5 penlights for judges and supervisors to use in the theater (check batteries!)
- White board and different-colored markers or large sheets of paper (for all-star list)
- Nametags for judges and supervisors
- Flash drive
- All-star certificates and gold seals
- Each school's packet
- 2 copies of the audience program

Make sure you have all PARTICIPATION AWARDS already printed and in a folder

Note: Please provide the Nurse (in a separate space from the judges) with either a computer with internet access, 5 copies of