

HOST INFO SHEET

Jr. High Speech Meet

You are registered for the **Jr. High Speech Meet** at **Middletown Christian School**
on

Grade levels for this event include:	6-8
Entry Deadline for this event:	Friday, February 24, 2017
Fees:	\$8.50 per student per entry. Late entries will be charged \$1.00 per student
Participation Limits:	FOUR (4) ENTRIES PER CATEGORY Each student can participate in only one category
Judging Requirements:	MINIMUM OF 3 JUDGES, 1 TIMER, 1 DOOR MONITOR Chaperones required: One adult for every 5 jr high students; 1:10 for hs students.
Your chairperson is:	Victoria Pine & Brian Williams
Chair Email:	vpine@mcseagles.net ; bwilliams@mcseagles.net
Host School is:	Middletown Christian Schools 3011 North Union Road Franklin, OH 45005
Phone:	513-423-4542

Your chairperson will communicate with you about scheduling, directions and other event specific information.

HANDBOOKS AND FORMS

- All information pertaining to the **Jr. & Sr. High Speech Meet** is located on our website...
- Click on **Jr. & Sr. High Speech Meet**
- Download the handbooks and forms now!

WHERE DO I MAIL/EMAIL FORMS AND FEES?

- Download and complete the **Student Participation Form** in Excel format and save it to your computer.
- Mail student participation fees (one check payable to ...) and a copy of your Student Participation form to Middletown Christian Schools (address above).

ADULT WORKERS REQUIREMENT

- Each school is **REQUIRED** to provide three adult judges, a timer and door monitor. **NO EXCEPTIONS!** Begin **NOW** to recruit individuals to fill this requirement! Please refer to the **Criteria for Selecting Judges** in the Coordinator's Handbook.
- Please print and make copies of **Judges' Packet** and distribute to your judges who will work the meet. Please put this material in their hands early, so they are well prepared to handle their responsibilities when the chairperson makes the various job assignments. Judges should be familiar with their job description and the category rules **BEFORE** coming to the meet.
- Workers must be at the Junior High Speech Meet at least one hour early to attend an orientation and must stay throughout the entire event.
- All staff and volunteers the school is providing must meet the school's internal policies and standards as well as state requirements for working with children in a K-12 private school setting.

REMINDERS FOR COORDINATORS

- **Sample Speech Selections** – As your students are making their selections, please refer to the Sample Materials Handbook for standards and sample materials. These samples are for reference only and may **NOT** be used for the speech meet. Using any of these samples would disqualify a student.
- If the published material is obtained from the internet, the school coordinator must be able to demonstrate the script was purchased online or is publicly available by providing the internet URL and retrieval date.

- **Original Speech Participants** – If you have students participating in the Original Speech category, please send three copies of their speech to the chairperson with your Student Participation Forms. Teachers are responsible for counting the words to make sure they meet qualifications.
- **Courtesy Rules** – As a courtesy to the presenters, please make those attending from your school aware that all electronic devices will need to be OFF in the presentation rooms. People with small children should be asked to sit towards the back of the room. There will be no picture-taking or use of camcorders during the speeches. Recording is permitted during the awards ceremony.
- **Special Trophy** – A trophy will be awarded to the highest scoring student in each category (2 rounds required). A minimum score of 42 is required for this award. Any student not complying with the category or speech meet rules is not eligible regardless of their score.