

How to Conduct a Virtual Prepared Public Speaking Contest

Step 1: Send Information to Students, Advisors & Judges:

- Send out an email/memo with instructions about the contest
- Click [here](#) to access an “easy to fill” memo.

Step 2: Collecting & Judging Prepared Manuscripts:

- Give the students and teachers an email address to send the PDF manuscript to, along with a due date.
- Send the manuscripts, rubric and scorecard to the manuscript judge (you can do multiple judges if you would like and take the average of their scores)
- Give the judge a deadline so you have time to input the manuscript scores into the scorecards

Step 3: Arranging Rooms, Manuscripts and Selecting Times

- Arranging Rooms:
Once you have the student manuscripts and their information in the [Google Spreadsheet](#), you will divide them into a certain number of rooms – making sure that there is one student from each chapter (if at the sectional level).
- Dividing Manuscripts to Rooms:
After you have divided students into their rooms, add their Manuscripts to the [Google Folders](#) labeled Room #1, Room #2, Room #3, etc. Make sure the Manuscripts are renamed showing the student’s name.
- Selecting Times:
To randomly select student’s times to present, you can use an app like [Wheel of Names](#), add all of the student’s names and click the spin button. Generate the schedule using the [Google Spreadsheet](#) that had the student’s information on it (see the second tab on the bottom labeled “Schedule”).

Step 4: Zoom Set Up:

- Make sure you have an account that can support the amount of time and number of people.
- Create zoom, link, code and password for the day of the event. (Click [here](#) to learn how to do a basic set up)

Step 5: Email Judges, Students & Advisors with final information:

- Email Judges about a week before the contest along with an orientation date to go over the Google Folder (click [here](#) for a sample email)
- Email Students & Advisors 3 days before with the link, description of the contest day, and the schedule.
- Email Judges, Students & Advisors a reminder email 1 day before contest.

Step 6: Day of Event:

Coordinators:

- Zoom Coordinator – moving judges and contestants during the contest
- Score Coordinator – collecting final scores of the judges and inputting them on the [Spreadsheet](#) that has the schedule. (Click on the tab on the bottom of the spreadsheet that says "schedule").

In the Zoom:

- Have judges show 30 – 45 minutes before the start of the contest
- Go over how to access the scorecards, who is which judge & the timekeeper for each room.
 - Timekeeper – does not need to judge, but will be in charge of announcing the contestant when they enter the Breakout Room, follow the manuscript with the contestant is presenting, keeping track of the time of the speech and time the questions. Timekeeper informs the coordinator when they are ready for the contestant to enter the room (texting is the easiest).
 - Judges – Score the contestant based on the scorecard and ask questions. Scores must be entered before moving onto the next contestant

- Disperse judges into Breakout Rooms to discuss questions.
- Contestants should arrive 10 minutes before their scheduled time. They will be in the waiting room waiting to enter the main room with the coordinator.
- Once all students have arrived in the waiting room for the first scheduled time frame, admit them into the main room (for example, three students are scheduled for 3 PM. Once all three students are in the waiting room, admit them into the main room for instructions).
- Once students are in the main room with coordinator, the coordinator will explain how the contest will work:
 - Sample: “Once I have been notified by the timekeeper in your designated room, I will send you to that Breakout Room. On your screen, you will see a box appear asking you to move to the Breakout Room -click accept. Once you are in the Breakout Room, the timekeeper will introduce you and your speech topic. Once they have finished introducing you, you may start speaking. You have 7 minutes for your speech followed by 5 minutes of questions. The timekeeper will inform you when you are out of time – please stop talking once the timekeeper has called “time”. When you are done, you are free to leave the Zoom meeting all together. We will all return back at ___ PM to announce the students moving onto the final round.”
- The timekeeper will inform the coordinator that they are ready for the contestant and the coordinator will send that student over to the Breakout Room (click [here](#) for instructions on how to send people to Breakout Rooms)
- Continue this process until all contestants have gone through.

Collecting Scores:

- As the contest is going on, the score coordinator will be collecting the final scores that they judges have inputted in the scorecards.

- The coordinator will go through the scorecards, take the final scores of each judge for each contestant and place them on the **Spreadsheet**, schedule tab, next to the contestant's names:

Judges Scores and Rankings						
1	rank	2	rank	3	rank	total

- Once all the scores are inputted for that particular room, the coordinator will rank the judges scores and add up the rankings for each contestant.
- The contestants with the lowest scores are the highest placing individuals.
- The coordinator will create the final round schedule and present the top students who would be moving on in the Zoom meeting.

Final Round:

- Repeat same steps.
- Score Coordinator will be creating the **Awards Presentation Powerpoint** once the final round is complete.

Step 7: Awards Presentation:

- Use the same Zoom link to present the awards.
- Share screen to show the Awards Powerpoint.

Date:
To: Prepared Public Judges, Coaches and Contestants
From: Chapter Advisor / Section Prepared Coordinator
Re: **Rules and Format for Local/Section Virtual Prepared Public Speaking Contests**

This year the Prepared Public Speaking Contest will be done virtually. Please see the rules and format for this contest list below.

1. Digital Platform & Format:
 - Virtual contest will be done using Zoom.
 - Contestants will be informed two days before the contest, via email, with the time and link to join the Zoom conference and directions on how the contest will be ran.
 - Contestants will be assigned a specific time to log into Zoom. They will be instructed to show up 10 minutes early and be in the “waiting room” until the contest moderator allows them into the presentation room.
 - The judging room will have 3 judges and a room monitor/timekeeper.
 - There will be a preliminary round and final round for the contest.
 - Only judges and contestants will be able to participate in the judging room. No other spectators, advisors or parents will be allowed.
 - Speeches will not be recorded.
2. Official Dress and Presentation:
 - Contestants need to be in official dress when competing in the contest.
 - Contestants must stand in order to give their speech and should make sure they are within the Zoom frame.
3. Curricular Code:
 - Please see the Prepared Public Speaking Curricular Code for rules
 - **CHANGE**: Students will be assigned a time to present their speech and will not be “drawing” for times.
4. Distribution of Materials to Judges:
 - Judges will be provided a link to a shared Google Folder in which they will have access manuscripts, scorecards and rubrics.
 - Judges will participate in an orientation day on _____.
5. Contest Date:
6. Manuscripts: Please have manuscripts emailed to _____ by _____.
7. Contact Information: Please fill out the spreadsheet with the proper contact information for the contestants and advisors. Please have complete by _____.

If you have any questions, do not hesitate to contact me.

Email Sample - Judge:

Attachments to add: Judging Information, Curricular Code, Schedule & Virtual Prepared Memo

Good Afternoon,

I hope this email finds you well. Thank you for volunteering to be a judge for the Prepared Public Speaking Contest. We will be meeting on _____ at ___ pm to go over the procedure and to place judges in their specific rooms.

In order to prepare for the Prepared contest on **date of contest**, I have attached an orientation video. The orientation video is about 10 minutes long. Please watch this video and follow the rules on how to prepare for the contest.

I have also added you to our Google Folder - *Prepare Speaking Contest*. Here, you will find all the manuscripts, scorecards, and rubrics for our contest on _____.

How to prepare for the contest:

- 1) Watch the orientation video: (insert your own video – see the video below as a sample.)
<https://drive.google.com/file/d/1weIQBFT0MzymbuQsYZDYtAt7e5KHVjp8H/view?usp=sharing>
- 2) Go to Google Folder: ([insert sharable link here](#))
- 3) Look at the schedule and judging information document to see what room you are going to be judging.
- 4) Read through the manuscripts that are designated to your Zoom room and generate 2-3 questions for each speech. You will have time on the day of the contest to discuss with the other judges in your room which questions you will be asking students.
- 5) Read through the guidelines to become familiar with the contest.

Zoom Information:

(add here)

If you find an issue with the date and time or if you have any questions regarding the contest, please contact me through email or cell phone.

I look forward to seeing you on **date of the contest & time.**

Best Regards,

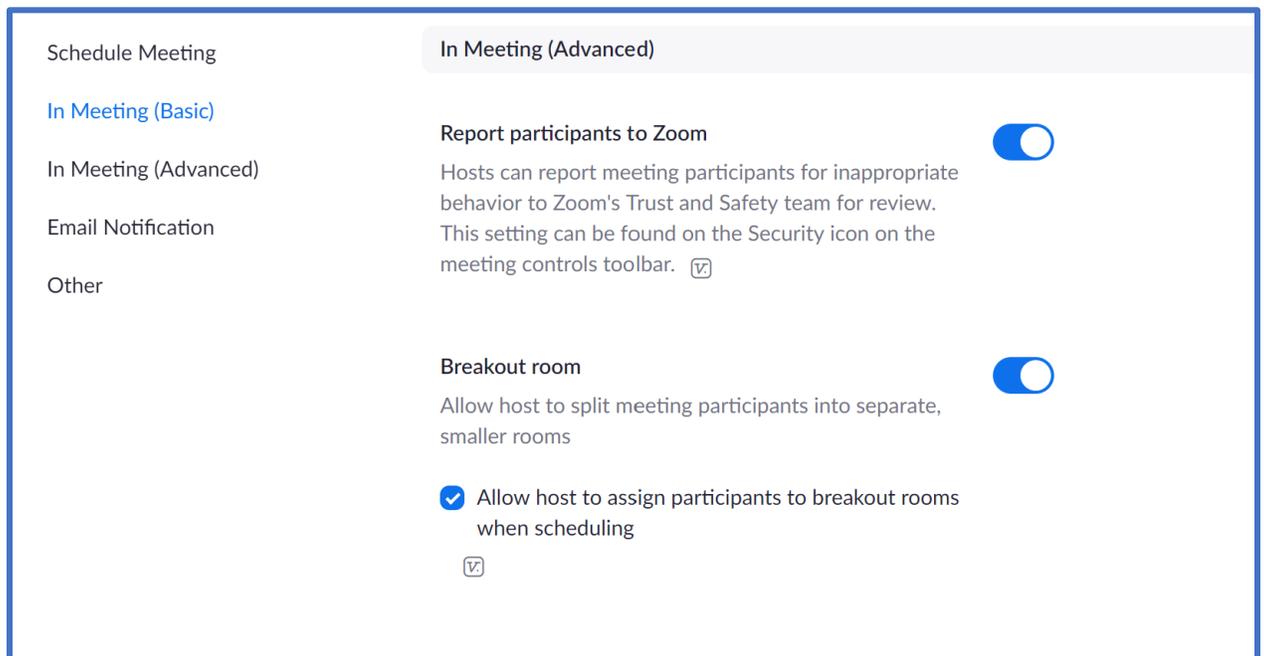
How to Step Up Zoom

Quick Zoom Tip:

- 1) Zoom account. Please make sure you have the proper Zoom account to cater to your event. Please see the [Zoom Pricing](#) to decipher which option is best for your event.

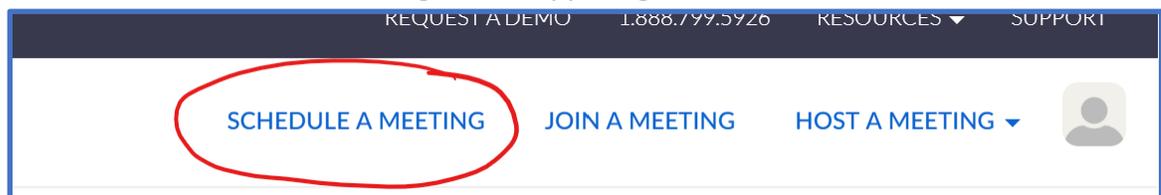
Organizing your Zoom Meeting and Set Up

- 1) Click on the “Settings” tab in your Zoom account
- 2) Click on “In Meetings (Advanced)”
- 3) Click for your Zoom Breakout Rooms to be activated so you can move people manually



- 4) Create Zoom Meeting

Click on the “Schedule a Meeting” in the upper right-hand corner



Scroll down and make sure that you enable the host and guests to use their video and audio and then press “Save”. Also make sure the “enable waiting room” box is checked.

Video	Host	<input checked="" type="radio"/> on	<input type="radio"/> off
	Participant	<input checked="" type="radio"/> on	<input type="radio"/> off
Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from United States of America Edit		
Meeting Options	<input type="checkbox"/> Enable join before host		
	<input checked="" type="checkbox"/> Mute participants upon entry		
	<input checked="" type="checkbox"/> Enable waiting room		
	<input type="checkbox"/> Only authenticated users can join		
	<input type="checkbox"/> Breakout Room pre-assign		
	<input type="checkbox"/> Record the meeting automatically		

5) Copy the Zoom meeting information and share it with participants and advisors/teachers through an email

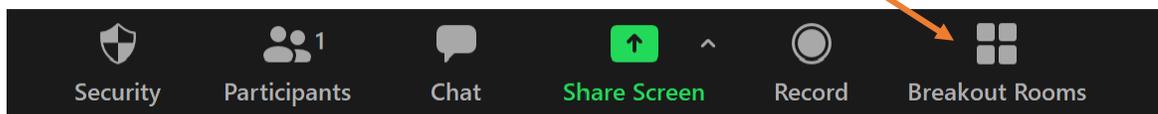
*Video – [How to Create A Zoom Meeting](#)

Creating Rooms & Moving Participants

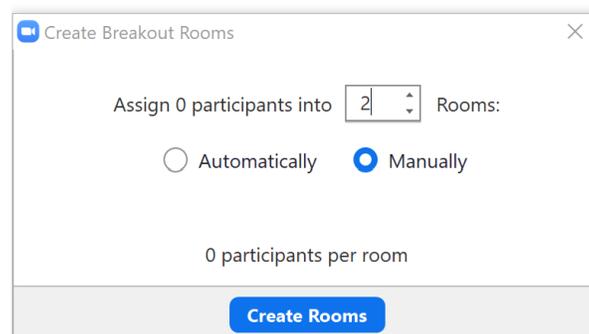
Creating Rooms:

Scenario: You are hosting a Public Speaking contest event. You need two breakout rooms, a holding room and a waiting room.

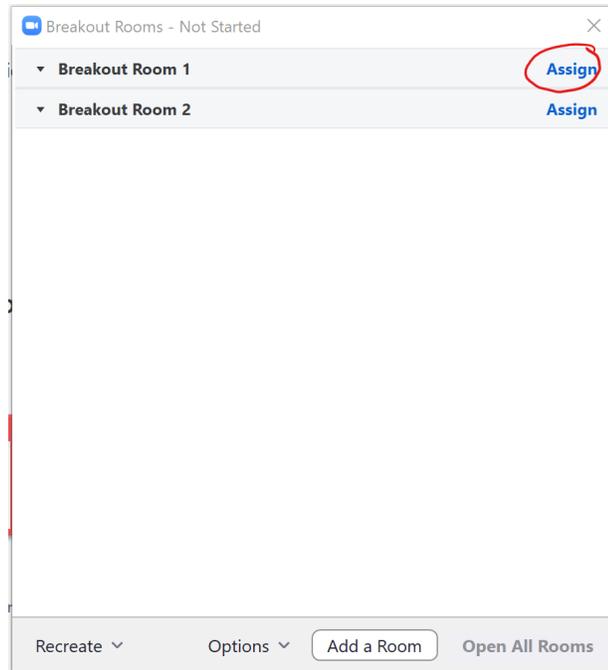
- 1) During the day of your event, invite the judges at least 30 minutes before the contest. During this time you can give them information on how the contest will be conducted and what they will expect.
- 2) When the judges are done with their orientation, you can create the Breakout Rooms.
- 3) To create a Breakout Room, click on the tab at the bottom of your screen labeled "Breakout Room"



- 4) Select how many rooms you would like to have (besides the main host room) and click on "Manual".



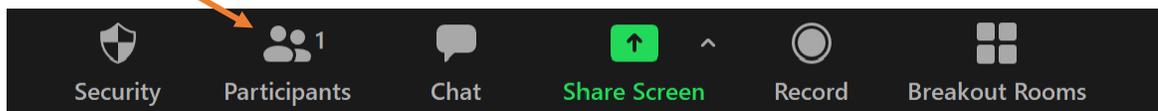
- 5) Click "Create Room". A box will appear with the number of rooms you requested.
- 6) To add people to your rooms, click on "Assign" and select the people you would like to designate to that specific room.



- 7) Once you have assigned everyone, you can click on "Open All Rooms". The participants will receive a notification on their screen and they will be pushed to that specific room.
- 8) Once judges have been moved to their designated interview rooms, there should be no one else in the "Main Room" except for the coordinator.
- 9) The coordinator will be the one to admit students into the Breakout Rooms once they appear to present their speech.

Adding People from the Waiting Room to Breakout Rooms During Event:

- 1) Students that are entering the Zoom to deliver their speech will be added to the "Waiting Room".
- 2) To view participants in the Waiting Room, click "Participants" on the bottom of the screen.



- 3) Participants that are in the "Waiting Room" will show their name an "Admit" or "Remove" button next to it.



- 4) To “Admit” students to the main room (where the coordinator is at), click on “Admit”.
- 5) Once the student has entered the main room, the coordinator will explain the process of them being moved to another Breakout Room. The coordinator should have one of the judges inform them – via text – when they are ready for the contestant.
- 6) Once the judges are ready for the participant, click on the “Breakout Room” tab on the bottom of the screen, find the room you want to move the student to, click “Assign” and select their name. This should send a notification to that participant to be sent to that room.
- 7) Once the participants are done in their Breakout Room, they can easily join back into the main room or close out of the Zoom completely.
- 8) Continue the process of admitting students and sending them to the Breakout Room until all contestants are finished.

*Video – [How to Create Breakout Rooms](#)

*Video – [How to Manage Waiting Room](#)