C12 Tabulations Committee

Overview of Festival Committee Chair Responsibilities

C12 Tabulations Committee Chair

Pre-Festival
1. Make sure the DTASC computers are fully charged, have their mice, and have the current festival information of them (or on the mini-Mac server).
2. Make any necessary guides, such as score conversion sheets, or reminders.
3. Have the Excel back-ups ready for hand tabs, and also some actual hand tabs papers in case of power failure.
4. Print out info on Sweeps points.
5. Get a supply of #10 envelopes for results – use same colors as ballots. (Can get from Judges' Chair at org meeting.)
6. Prepare the results envelopes ahead of time – Event number and name at the top of a #10 envelope of the same color as that division's ballots.
7. Get some extra large markers if Tabs has to write out signs (or designate a committee member to bring them).
8. Assign jobs to people working in Tabs (inputting data or checking ballots at the door).
   NOTE: Some Tabs personnel will also be given round 1 judging/rules checking assign-
      ments and/or assigned to troubleshoot during round 1.

Festival day:
1. Bring all printed materials, the necessary results envelopes, & markers.
2. Find out about any room changes or other known problems at the beginning of the day.
3. Pick up bundled programs for Tabs (if none, get a few of the extras).
4. Sign onto the Tabs page on all computers.
5. Train any new people during Round 1.
6. Get copy of contact list from Rules.
7. Find out how results are being posted and get necessary materials (butcher paper, etc.).
8. Troubleshoot as needed, including checking scores for rounds 1&2 before anyone proceeds to semi-finals.
9. Approve percentage of those going to semi-finals and check for correct number of semi-final rooms before anyone advances to semi-finals.
10. See that all semi-finals, finals, and awards assembly information is prepared and disseminated as quickly as possible.
11. At the end of the day, see that the room is left as it was found.

Post-festival:
1. See that results are posted on the web site as soon as possible after festival.

C12 Tabulations Committee

Middle School Division scores are ranked in every round.

Until such time as we have a new computer program, and perhaps continuing then, Junior Varsity and Varsity scores will also be based on rank in every round.

While students are having lunch, Tabs people are tallying scores and sorting groups into rooms for Event 3 (Middle School) and Semi-Finals (JV and Varsity). They must prepare display lists and print room chair sheets for those rounds before the after-lunch assembly.

When Event 3 is finished, Middle School Tabs must prepare lists of winners for the Awards Ceremony.

When Semi-Finals are finished, JV and Varsity Tabs must prepare display lists and room chair sheets for Finals.

When Finals are finished, JV and Varsity Tabs must prepare lists of winners for the Awards Ceremony.

When winners have been determined for Events 1–8, Tabs people must determine Sweepstakes winners for their Division(s).

Copies of the scores for each event are posted on the DTASC web site as soon as possible after the festival. They are password protected so that students cannot access them. The password is emailed to coaches along with the notice that the scores are online.

See H2 for samples of score sheets and how sweepstakes points are determined.

TABULATIONS

How to determine which groups go to which rooms for Semi-Finals and Finals
How many Sweepstakes points to award

SEMI-FINALS

Lowest total scores from round I & II will go into semi-finals

EVENTS	ROOMS IN USE	ENTRIES PER ROOM	TOTAL ENTRIES	TIME INVOLVED
Monologues	4 rooms	10	40	x 5 min = 50 minutes total
Monologues	6 rooms	10	60	x 5 min = 50 minutes total
2–4 person scenes	3 rooms	9	27	x 5 min = 45 minutes total
2–4 person scenes	4 rooms	9	36	x 5 min = 45 minutes total
3–6 person scenes	3 rooms	7	24	x 8 min = 56 minutes total
3–6 person scenes	4 rooms	7	32	x 8 min = 56 minutes total
3–10 person scenes	3 rooms	5	15	x 8 min = 40 minutes total
3–10 person scenes	4 rooms	5	20	x 8 min = 40 minutes total

Number and size of rooms available will vary according to number of entries for each festival.
• Check for ties in scoring when deciding how many to take. • Try to take about 55% of the entries to semi-finals in Varsity. • Aim for 45–60 minutes per room. However, 3–10 person scenes need exceptionally large rooms if they are accommodating more than 5 groups.

FINALS

EVENT	# OF ENTRIES	TAKE
Monologues	9–12	Top 3 from each Semi-Final room (4 rooms) or Top 2 (if 6 rooms); or Top 2 plus best scores to fill

NOTE: If there are more than 80 monologues, there will be 2 finals rooms for Monologues. The top 20 students are power-ranked into 2 rooms, with each room getting a complete set of trophies and honorable mention plaques.

EVENT	# OF ENTRIES	TAKE
2–4 person scenes	10	Top 3 from each Semi-Final room (3 rooms) or Top 2 from each Semi-Final room plus best scores to fill
3–6 person scenes	10	Top 3 from each Semi-Final room (3 rooms) or Top 2 from each Semi-Final room plus best scores to fill
3–10 person scenes	10	Top 3 from each Semi-Final room (3 rooms) or Top 2 from each Semi-Final room plus best scores to fill

Note: In some instances, scores for the entire event may be ranked following semi-finals, and the top 10 would then move to finals. However, it is preferable to take the same number of top-scorers from each of the semi-finals rooms to start with, and then fill in with the best of the remaining scores.

TABULATIONS KEY (the last word)

SPOILER ALERT… better not to know.

Tech – All Divisions
Schools are ranked 1 to 10, 1 being the best. Anything above 10 is ranked as 15. No shows are ranked as 999. Judges' scores are averaged to produce final placement.

Acting Rounds are scored by rank in a room. Anything above 7 is ranked as 7. No shows are given a score of 99 for each judge.

Based upon the total number of entries in each category, a percentage is determined for advancement to semi finals.

Semi-finals and Finals

The scores are based on ranking from 1st to however many are in the room (1st being the best). The scores are entered into the computer. Anything 7th place or higher is recorded as 7th for the sake of fairness. The judge rankings are averaged to advance entries to final rounds or to produce trophy winners. Based on total number of entries, the top from each room advance to finals.

Middle School
The scores are based on ranking from 1st to however many are in the room (1st being the best). The scores are entered into the computer. Anything 7th place or higher is recorded as 7th for the sake of fairness. The judge rankings from round 1 and round 2 are averaged to place entries into round 3. The top 6 plus ties are placed into one room (the trophy room). The remaining entries are power ranked into the other rooms competing for honorable mentions.

SWEEPSTAKES – JUNIOR VARSITY AND VARSITY

Rounds 1 and 2

Score	Sweepstakes Points		
	Monologue	5 min scene	8 min scene
5 – 8	3	4	5
8.01 – 12	2	3	4
12.01 – 15	1	2	3

Semi-Finals

Placement in room	Sweepstakes Points		
	Monologue	5 min scene	8 min scene
1st	7	8	9
2nd	6	7	8
3rd	5	6	7

Finals

Placement in room	Sweepstakes Points		
	Monologue	5 min scene / Tech	8 min scene
1st	9	11	13
2nd	8	10	12
3rd	7	9	11
4th	6	8	10
5th	5	7	9
HM	2	3	4

** note: Tech category receives 1 point for entering

SWEEPSTAKES – MIDDLE SCHOOL

Rounds 1 and 2

Placement in room	Sweepstakes Points		
	Monologue	5 min scene	8 min scene
1st	3	4	5
2nd	2	3	4
3rd	1	2	3

Round 3 (Trophy Room)

Placement in room	Sweepstakes Points		
	Monologue	5 min scene / Tech	8 min scene
1st	9	11	13
2nd	8	10	12
3rd	7	9	11
4th	6	8	10
5th	5	7	9
HM	2	3	4

** note: Tech category receives 1 point for entering

REMEMBER – It's just a festival…

FINAL RESULTS

EVENT _____

FIRST PLACE _____

SECOND PLACE _____

THIRD PLACE _____

FOURTH PLACE _____

FIFTH PLACE _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

HONORABLE MENTION _____

ROOM CHAIRPERSON'S SHEET

EVENT _____

ROUND _____

ROOM NUMBER _____

ORDER   CODE

1_____

2_____

3_____

4_____

5_____

6_____

7_____

8_____

9_____

10_____

11_____

12_____

13_____

14_____