

C9 ROOM CHAIRS

OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES

C9 Room Chair Chairperson

Pre-Festival

1. Purchase necessary supplies.
2. Make sure there are adequate ribbons (the Trophy Chairperson will order ribbons as needed).
3. Know where the stopwatches are; get batteries for them if necessary.
4. Prepare assignments ahead of time.
5. Get the phone number room chairs need to text to.

At Organizational Meeting:

1. Prepare ribbons for festival
2. Get lists of all events and rooms; prepare assignments for festival.
3. Prepare packets with extra share sheets, room chair speech, etc.

Festival day:

1. Pick up copies of printed checklist.
2. Pick up or locate programs for room chairs.
3. Conduct room chair meeting.
 - a. Assign room chairs to rooms.
 - b. Provide room chairs with stopwatches, programs, ribbons, and the printed checklists of things they need to do.
 - c. Make sure room chairs have the number to text problems to, and understand about using it.
4. Deal with problems as they arise during the day.
5. Assign room chairs for semi-finals and finals. (Get lists from Tabs.)
6. Hand out semi-finals and finals ribbons at appropriate times.
7. Collect all stopwatches at the end of the day & see that they are returned to the person storing them.
8. At the end of the day, see that the room is left as it was found.

Post-Festival:

1. Notify Trophy Chairperson what ribbons will be needed for the next festival.

C9 ROOM CHAIRS – FLOW CHART

SUPPLIES NEEDED

- 200 safety pins
- 200 Red Room Chair ribbons for specific festival
- 50 working stopwatches and extra batteries of the right size
- One 10 x 13 Envelope for each room to be used. On one side of the envelope is glued the room number printed as large as possible. On the other side is glued the prepared Room Chair's Speech. The text number is near the bottom of the envelope.
- 150 Copies of the Room Chair PowerPoint (printed at least 6 pages per side to save paper.)
- 100 pencils with erasers
- 100 copies of the Adult Sign In Sheet printed on both sides
- 700 total extra share sheets (color coded to allow ten for each division room, plus extras.)
- 100 Community Service Certificates

BEFORE THE FESTIVAL:

- Print out a paper with each Room Number to be used in rounds 1 & 2. Print it in at least 400 pt. type so it can be read across a room. Color code the paper color for each festival (Varsity = white, JV = blue, Middle School = yellow).
- Glue the Room Number to the front of a 10 x 13 envelope. You can reuse envelopes that already have the prepared Room Chair speech glued on the back.
- Stuff each envelope with a pencil, an Adult Sign In Sheet, and ten extra color coded share sheets.
- Print out a Room Chair signup sheet for each event (color coded).
- Give the Membership Secretary a reminder message a week before festival and have her/him send it out to all coaches, reminding everyone of the importance of Room Chairs.
- Arrange to show the video and PowerPoint at the festival. (You may need to bring your own projector or it may be provided by the host school.)

AT THE FESTIVAL:

- Get there early. Pick up a box of programs from the registration table. Get a list of any room changes.
- When Room Chairs report to Room Chair headquarters, each student picks up a printed PowerPoint, a program, a ribbon, and a safety pin.
- Students sign in on one of eight event signup sheets which list the room numbers for the events (Tech events can be on one paper). Students sign up on a first-come, first-served basis, but all rooms must have one Room Chair sign up before a second can be added to any room.
- The first person to sign up for a room is given the 10 x 13 envelope when they sign up.
- Have a responsible student or teacher distribute watches and list number of stopwatch next to name and school on event signup sheet. Only the first person to sign up in a room can sign out a stop watch. Encourage all Room Chairs to use the stopwatch on their phone.
- Have students sit down and go over the PowerPoint while they wait. *continued*

ROOM CHAIRS FLOW CHART, CONTINUED

- At about 8:40 when most Room Chairs have arrived, review instructions. Show the Room Chair video. Explain any changes that have taken place since the video was made. Quickly go over the PowerPoint. Answer questions.
- When Judges is ready, find out how many judges are available for each room and relay that information to the Room Chairs. Have an adult lead a group of Room Chairs over to pick up judges. Group the Room Chairs by events and Divisions, sending three events at a time, starting with the 8 minute scenes. Drop the Room Chairs off at Judges' Headquarters and then come back to pick up more groups of Room Chairs.

AT THE END OF ROUND 1

- Be available to answer questions. Troubleshoot.

DURING ROUND 2

- Semi-Finals ribbons should be counted out, ready to distribute during Semi-Finals.

AT THE END OF ROUND TWO

- FOR MIDDLE SCHOOL DIVISION – Room Chairs go to lunch. Room Chairs hang onto their envelopes and stopwatches, and return when the announcements are made after lunch to pick up the list of participants for their Third Round. They will be in the same room all three rounds.
- FOR VARSITY & JV DIVISIONS – All Room Chairs return their 10 x 13 envelopes to Headquarters.
- Room Chairs sign up for their next rounds on the Semi-Final Event Signup Sheets, then go to lunch.
- Stuff the 10 x 13 envelopes to be used for Semi-Finals with Semi-Finals ribbons to distribute at the end of each Semi-Final scene. (FYI: Participant ribbons are handed out with share sheet envelopes. Finalist ribbons are passed out on stage at the trophy ceremony.)
- When Judges is ready near the end of lunch, find out how many judges are available for each room and relay that information to the Room Chairs when they come back.
- When Tabulations is ready, pick up a list of codes for each Semi-Final/Round Three room.
- When the results are announced from rounds 1 & 2 at the end of lunch, all Room Chairs return to Headquarters to pick up their list of codes and (for Varsity and JV) envelopes with ribbons.
- They meet their judges at the competition room.

AT THE END OF SEMI-FINALS/ ROUND THREE

- FOR MIDDLE SCHOOL DIVISION – Room Chairs return all 10 x 13 envelopes and stopwatches and pencils. They may keep their ribbons.
- Students may pick up a Community Service Certificate. Only students who worked all day may pick up the certificate.
- FOR VARSITY & JV DIVISIONS – Room Chairs return the 10 x 13 envelopes and extra ribbons to Headquarters.

continued

ROOM CHAIRS FLOW CHART, CONTINUED

- Room Chairs sign up for their next round on the Final Event Signup Sheets.
- When Judges is ready, find out how many judges are available for each room and relay that information to the Room Chairs when they come back.
- When Tabulations is ready, pick up a list of codes for each Finals room.
- When the results are announced from Semi-Finals, Room Chairs return to Headquarters to pick up their list of codes and envelopes.
- They meet their judges at the competition room.

AFTER FINALS

- All Room Chairs return their 10 x 13 envelopes and stopwatches and Pencils. They may keep their ribbons.
- Students may pick up a Community Service Certificate. Only students who worked all day may pick up the certificate.

ROOM CHAIR SPEECH

- We will now begin round _____ for event _____.
I have been asked to remind you of the following:
- Be on your best behavior. Rude or disruptive behavior or talking may cause your scene to be disqualified, even if you are not a performer.
- Turn off your electronic devices to avoid disruptions. Only the timer's stopwatch is allowed. Cell phones should be turned completely off and not just on silent or vibrate. No texting or answering messages is allowed. No videotaping is allowed.
- All adults must sign in with a room chair for tracking purposes.
- Exit or re-enter the room between scenes only.
- Students will have _____ minutes to complete their scene. As a warning, the timer will stand up ten seconds before calling time.
- Judges, do you recognize any performers? (allow time to look around the room) Does anyone recognize a performer? (If they answer yes, you must find a replacement judge, now. If no, go on.)
- Judges, please fill out all parts of your ballot. You must score the scenes according to their excellence, as well as rank the scenes in relationship to one another. Please print your name and sign your ballot at this time.
- At the end of the round, a room chair will escort the judges to Tabulations. It should clear up the need to locate judges during lunch.
- Are there any questions? (answer questions)
- We will now begin with the first performer(s). Code _____.

(Make sure the doors are closed and begin)

ALERT!

One Room Chair must escort the judges to tabulations at the end of every round! All judges must go together and arrive at the same time. Do not leave your judges until they have turned in their ballots to tabulations.

ROOM CHAIR POWERPOINT PRESENTATION TEXT

(Can be downloaded from the handbook section of the DTASC web site.)

ROOM CHAIR PROCEDURES

TEXT YOUR QUESTIONS TO (949)237-2622

1. BEFORE ROUND 1 BEGINS

BEFORE THE ROOM CHAIR MEETING

1. Sign in and choose your event. (Events are on a first-come basis. All rooms will need one room chair before a second one is added. You should not expect to work with your friends or schoolmates.)
2. One room chair from each room will pick up a stopwatch and the packet with extra share sheets and the Adult sign-in log.
3. Get a red Room Chair ribbon, a program, and a procedure sheet.
4. Sit down, read over the procedures, and wait for instructions.
5. Check the map to see where your room is.

2. BEFORE ROUND 1

- An adult will lead one room chair to the Judges' Headquarters to pick up your judges. The other room chair(s) will go to the competition room and set up for the round.
- At Judges' Headquarters, hold up your room sign so your judges can find you.
- Wait until you have the required number of judges and then lead your judges to your assigned room.

3. AT THE COMPETITION ROOM

SET UP

- Clear an acting area in the front of the room. Make it as large as possible within reason. Set up the required number of chairs for the event.
- Write the event number, title, and time limit for the event on the chalkboard/whiteboard. **DO NOT WRITE ON A SMART BOARD!!!**
- Write the codes of the performers on the chalkboard/whiteboard in the order they will perform. **DO NOT WRITE ON A SMART BOARD!!!**
- Make sure the judges have seating in the front of the room where they can see.

4. HAVE ADULTS SIGN IN

- A sign-in sheet is included in the packet. All adult observers must sign in. They must have a parent pass or some official business. Even judges must sign in.
- Allow parents to watch only if there is enough room. Judges and participants must be seated first.

5. TO START ROUND

- Take roll by the list of codes on the board.
- Put a line through any group that is not present and write "NO SHOW" next to their code.
- Read the prepared speech to the audience and performers.

continued

ROOM CHAIR POWERPOINT, CONTINUED

6. PREPARED SPEECH

- We will now begin round _____ for event _____. I have been asked to remind you of the following:
- Be on your best behavior. Rude or disruptive behavior or talking may cause your scene to be disqualified, even if you are not a performer.
- Turn off your electronic devices to avoid disruptions. Only the timer's stopwatch is allowed. Cell phones should be turned completely off and not just on silent or vibrate. No texting or answering messages is allowed. No videotaping is allowed.
- All adults must sign in with a room chair for tracking purposes.
- Exit or re-enter the room between scenes only.
- Students will have _____ minutes to complete their scene. As a warning, the timer will stand up ten seconds before calling time.

7. PREPARED SPEECH (CONTINUED)

- Judges, do you recognize any performers? (allow time to look around the room) Does anyone recognize a performer? (If they answer yes, you must find a replacement judge, now. If no, go on.)
- Judges, please fill out all parts of your ballot. You must score the scenes according to their excellence, as well as rank the scenes in relationship to one another. Please print your name and sign your ballot at this time.
- At the end of the round, a room chair will escort the judges to tabulations. It should clear up the need to locate judges during lunch.

8. PREPARED SPEECH (CONTINUED)

- Are there any questions? (answer questions)
- We will now begin with the first performer(s). Code _____.
- (Make sure the doors are closed and begin.)

9. DURING ROUND

- Time the group. Stand up ten seconds before you call time as a warning.
- If they run over, call "Time."
- If they don't stop, call in a stern voice, "Time."
- Give judges time to fill out share sheets in between scenes.
- If there are ribbons to pass out for this round, pass them out to each group of students right after they perform.
- Introduce the next scene, say, "Are the judges ready? The next group is code _____"
- Put a check mark next to every group as you introduce them and they come up to perform.

continued

ROOM CHAIR POWERPOINT, CONTINUED

10. AT THE END OF THE ROUND

- Thank the judges and the performers.
- Ask the participants and audience members to leave quietly while the judges finish their share sheets.
- Remind the judges again to fill out all parts of their ballot and sign their name.
- When the judges have finished, personally lead them all to the Tabulations room where they will turn in their ballots. They must all go at the same time.

11. ONCE AT TABULATIONS

- Once at Tabulations, have the judge turn in their ballot, personally.
- If for some reason the judge cannot get to Tabulations (too old for the stairs), turn in the ballot yourself but have the judge wait nearby to make sure his/her ballot is correct.
- Escort the judges back to the Judges' Headquarters.
- After the first round, you meet your judges at the competition room instead of picking them up.
- Make sure you have the RIGHT AMOUNT OF JUDGES for each round before you begin. You should have more judges for Semi-Finals and Finals.
- If you have questions, return to the Room Chair's room for further instructions or text your questions to the official text number.

HOW TO TELL WHICH SCENES ARE IN YOUR ROOM FOR ROUND 2

- Find the column that says "Round 2" at the top of each section.
- Search for every code in that column that has your room number. (There should be at least one from each of the first round rooms.)
- Those codes you find will be in your room second round.
- Next to the code is the order they will perform in the second round.

(Next slide shows a festival program with the round 1 & 2 information.)

12. AT THE END OF ROUND TWO

- Escort the judges to Tabulations and then the Judges' Headquarters as usual.
- ALL DIVISIONS: Return your big envelope to the Room Chair headquarters.
- VARSITY Division: sign up for a semi-finals room. (MIDDLE SCHOOL Divisions will stay in the same room the first three rounds. JUNIOR VARSITY will follow the same rules as the division they team up with, MIDDLE SCHOOL in Fall and VARSITY at Shakespeare.)
- Go to lunch.
- ALL DIVISIONS: Come back when the first two rounds results are posted (at the end of lunch) to pick up your new envelope and the performer codes.
- Go to your competition room and wait for the correct number of judges.

continued

ROOM CHAIR POWERPOINT, CONTINUED

13. VARSITY AND JUNIOR VARSITY DIVISIONS AT THE END OF SEMI-FINALS

- Escort the judges to Tabulations as usual.
- Return your big envelope to the Room Chair headquarters.
- Sign up for a finals room.
- Come back when they post the semi-final results to pick up your new envelope and the performer codes.
- Wait to be escorted to the Judges headquarters to pick up your judges.

14 . AFTER YOUR FINAL ROUND (ROUND 3 FOR MIDDLE SCHOOL, FINALS FOR VARSITY AND JV)

- Escort your judges to Tabulations as usual.
- Make sure your room is back to the way it was in the morning. Put the desks back.
- Return your envelope, stopwatch, extra share sheets, extra ribbons, and sign-in sheets to Room Chairs.
- Pick up your service certificate.

LEAVE THE CLASSROOM THE WAY YOU FOUND IT

- When you are done with a classroom for the day, return the desks to where they were at the start of the day. Put the chairs back and clean up the space. Leave the room just like it was at the start of the day.

ANY TIME YOU HAVE QUESTIONS

- ABOUT JUDGES: TEXT A MESSAGE or Return to the Judges' headquarters.
- EVERYTHING ELSE: Come to Room Chairs.
- Don't be afraid to ask.

Note: A video showing room chairs in action is available from the DTASC web site or on YouTube. It is slightly out of date, as it still refers to A, B and C Divisions.

ROOM CHAIRS—ADDITIONAL CHECKLIST

To avoid some of the problems we've had, please do the following.

USE THE TEXT LIAISON NUMBER TO ASK QUESTIONS OR REPORT PROBLEMS WHEN YOU'RE IN YOUR ROOM.

SOLVING THE PROBLEM OF HOW MANY JUDGES – DON'T PANIC YET!

You are chairing Event _____ and should wait for _____ judges before starting, or until a DTASC officer says to go ahead and start the round.

SOLVING BALLOT PROBLEMS

1. LIST ALL ENTRIES on the board, in the order in which they will perform.
2. For Event 3, write the numbers 30 or 35 with each school code.
3. **Do NOT erase entries** that are not present.
Write: **—No Show** after the school code.
(The dash keeps it separate from the school code.)
4. Ask judges to **list the school codes on the ballot in the order you wrote them (including the numbers 30 and 35).**
5. Ask judges to **put an X in every box** for the ones that do not perform (**No Shows**) – or a line across all the boxes for the No Shows.
6. Remind judges: **scores** on Share Sheets need to match ballots.
7. Remind judges to **rank** (1 is the best performance, 2 is next best, etc.).
8. Remind judges to **fill in the information** at the top & bottom of the ballot and top of share sheets (rubrics).
9. Wait for judges to fold all share sheets and ballots into an envelope.
10. **Take the judges and their envelopes AS A GROUP to Tabulations.**
11. At Tabulations, tell them which school codes were No Shows.

SOLVING THE PROBLEM OF ADDED GROUPS

Sometimes a group is added to a room, but they weren't in the printed program.

1. If a group brings you a note from a DTASC officer, or has a revised program page where they are listed for your room, or they're escorted by a DTASC officer, let them perform.
2. Add the school code to the list on the board and tell the judges to add it. The code can go anywhere on the list. Often it goes last. **Sometimes the note tells you where they should be placed on the list.**
3. Judges need to be sure they are recording scores for the right school code.

If a group just shows up, do the following:

1. Ask what event they're in.
2. Check the program to see if they're listed for another room. If they are, send them to that room.
3. If they are in your event, but not in the program, let them perform.
4. If the group is not in your event and not in the program, send them to Tabulations to see Lynn.

Many thanks for your help in doing this. It will make things much easier in Tabulations and will help the day go better for everyone.

ADULT SIGN IN SHEET			ROOM NUMBER _____
	Code association	PRINT NAME	Round
1			reason to be in room
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

EXAMPLE OF ROOM CHAIR SIGN-UP SHEET:

EVENT 3 - AUDITION MONOLOGUE			
ROOM	ROUND		
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL
	ROUND 1&2	ROOMCHAIR NAME	SCHOOL

ROOMCHAIR INSTRUCTIONS - IMPROVISATION EVENT

ROUNDS I, II AND SEMIS:

1. Follow the same instructions for the other events

AND

2. Make sure to give the Improv envelope to one member of the performing group when it is that group's turn to perform.

Make sure that the judges get one of the two cards (sheets) inside the envelope when the envelope is opened, so that they will know what the improvisation is going to be about.

3. Make sure that all spectators remain in the room for the entire round.
4. **START THE STOPWATCH AS SOON AS THE ENVELOPE HAS BEEN OPENED!**
5. Give the following time warnings:

A.) At the end of the first two minutes, if the improv has not yet begun

VERBALLY — “BEGIN SCENE”

B.) At THREE (3) minutes:

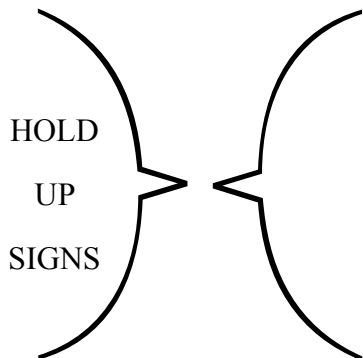
VISUALLY — “2 minutes left”

C.) At FOUR (4) minutes:

VISUALLY — “1 minute left”

D.) At FOUR MINUTES, 50 SECONDS (10 SECONDS BEFORE TIME IS UP)

VISUALLY — “10 seconds left”



continued

ROOM CHAIRS FOR IMPROV, CONTINUED

FINAL ROUND FOR IMPROV:

1. Follow the instructions above

AND

2. Improv groups will be held in a waiting room during the final round, and brought into the performance room one group at a time to perform.
3. Performance order for the final round will be established by lottery (drawing numbers)
4. An additional 2nd envelope will be given to a group selected member. This envelope may not be opened until the other three group members have begun the improvisation. The judges must also be given a copy of the information in this envelope. All groups in the final round will be given the same information.
5. The fourth member of the group (opening the 2nd envelope) may not enter into the improvisation until the final two minutes.
6. The final round improvisations must be at least 3 minutes long.
7. REMEMBER TO TURN IN THE RESULTS TO TABULATIONS IMMEDIATELY!
8. CHECK IN YOUR STOPWATCH!!
9. GO TO THE AUDITORIUM FOR THE AWARDS CEREMONY!!

THANKS AGAIN