WHSFA Festival – Manual Scheduling

This guide is offered for reference only; we recommend festival managers use SpeechWire (provided by WHSFA, free of charge for subdistrict and district) for scheduling and tabulating festivals.

A. Assign each school a letter and assign each student from that school the same letter followed by a number. Number all entries from any one school consecutively. School-provided adjudicators should be given the same letter followed by a 100 series number, to prevent adjudicators from evaluating their own students. <u>Copy</u> information to give to the school upon arrival at the festival.

B. After all entries are in, a list of all participants in each category should be drawn up, to be your Master List used during tabulation. To find out how many sections are necessary for each event divide the total number of participants in a particular category by the number you would like in each section. Six students in each section is most desirable, except in 12-min. categories, where 4-5 are preferable. Availability of rooms and adjudicators helps you make this determination.

C. **Sectioning:** Assign students by their code to sections. When possible, do not put participants from the same school in the same section. <u>It is desirable to mix participants for rounds 2 and 3 so students will be in a variety of performance positions and will hear different performances</u>.

NOTE: Do NOT leave the same students in the same room and merely change adjudicators!

Example of setting up 3 rounds of Prose, 7 schools, each with 4 participants; here's Round 1:

Section 1	Section 2	Section 3	Section 4
A1	C2	E3	G4
B2	D1	F4	A3
C1	E2	G3	B4
D2	F1	A4	C3
E1	G2	B3	D4
F2	A2	C4	E4
G1	B1	D3	F3

For Round 2, go down three, spread participants across <u>horizontally</u> to vary sections:

Section 1	Section 2	Section 3	Section 4
C1	D2	E1	F2
G1	C2	D1	E2
F1	G2	A2	B1
E3	F4	G3	A4
B3	C4	D3	G4
A3	B4	C3	D4
E4	F3	A1	B2

For Round 3, count up three from Round 1 of last number section, put that student as number 1, Section 1, Round 3, and then continue to go upward from the bottom - - spreading students across horizontally:

Section 1	Section 2	Section 3	Section 4
D4	C3	B4	A3
G4	D3	C4	B3
A4	G3	F4	E3
B1	A2	G2	F1
E2	D1	C2	G1
F2	E1	D2	C1
B2	A1	F3	E4

Review Round 1 and locate students in Round 2 and 3 in order to ensure you have not forgotten someone or typed an error. Your goal is to achieve as much variety of placement as possible.

D. **<u>Merging categories:</u>** Combining smaller categories helps distribute students and adjudicators more evenly. For example, having Extemporaneous Speakers at the end of a Four Minute Speaking round allows for the use of one adjudicator, one room and also provides the necessary time for the speaker to prepare. If you have only four Storytellers, spreading them out at the end of four prose sections provides variety for everyone. For the above stated reasons, many festival hosts have found it helpful to assign each category a 100 series number: i.e., 100 Demonstration; 200 Extemporaneous Speaking; 300 Four-Minute, etc. Then,

when ballots are turned in that have more than one event, there is no confusion if an adjudicator should fail to separate the names.

E. <u>Room assignments:</u> Consider how suitable rooms are to categories - - i.e., Demonstration should have a table, Play Acting should have adequate space for movement, a desk or table and movable chairs. Make a Master Room List, indicating what category and section is being held at that location. You can add the adjudicator to that list once those assignments have been made.

Room	Round 1	Round 2	Round 3	
211	Prose 2/A101	Story 1/A101	Open	
212	Prose 3/C104	Prose 4/C104	Story 1/C105	
215	Open	Demo 1/B101	Demo 2/B101	and so on . . .

F. <u>Adjudicator assignments:</u>

1. Reminder: adjudicators must be WHSFA certified.
2. Assign code numbers to adjudicators with school letter. This offers you a fast check to insure adjudicators are not judging their own students.
3. Make an adjudicator assignment sheet and put next to the code number the section, name and number in which that adjudicator is being used. For example:

NAME		ROUND 1	ROUND 2	ROUND 3
Barbara Crabb	A101	Prose 2/211	Story 1/211	Open
Angela Bartel	B202	Open	Demo 1/215	Demo 1/25

This lets you know where the available rooms are should an emergency occur, and it also offers you a check during the festival to discover where adjudicators are located.