

# ASSIGNED TOPIC PREPARATION ROOM MONITOR

## (All Contests)

Assigned Topic Preparation Room Monitors will be seated at the beginning of the Quarter Finals in their respective contest room. Monitors will be issued a stop watch from the Contest Moderator prior to the contest starting.

At the designated time during the prepared oration phase of the contest, the Contest Moderator will call upon the Assigned Topic Preparation Room Monitor to assist in the random drawing of the assigned topic.

The Contest Moderator will have four envelopes, each envelope will have three copies of an assigned copy in it, of which one of the four envelopes will be selected. The Contest Moderator will take one copy from the envelope selected and the Assigned Topic Preparation Room Monitor will then take the envelope with the remaining copies and leave the contest room.

Approximately three minutes later proceed to Holding Room Two (**Room TBD**) to get the contestant number one for their respective contest and their escort; then proceed to their respective contest Assigned Topic Preparation Room.

The contestant escort is to accompany the contestant and the Prep Room Monitor into the Assigned Topic Preparation Room during the instruction process. Door to Assigned Topic Prep Room will remain open.

Place the copy of the assigned topic face down on the table and instruct the contestant that once they have picked up the copy of the assigned topic their time will begin. (remember to start the stopwatch) The contestant will have five minutes preparation time. Unless asked by the contestant, do not give any indication of time remaining, simply notify them that their five minutes has expired. The contestant will be given one piece of blank paper in which to use in order to construct their thoughts, notes, etc. if so desired. Do not allow them to write on the copy of the assigned topic. The contestant must return the scratch paper to the Assigned Topic Preparation Room Monitor upon completion of the preparation time.

Once the contestant has been given these instructions the Assigned Topic Prep Room Monitor and the Escort will remain outside the room. Door to room will remain open and the Assigned Topic Prep Room Monitor will be responsible for monitoring the contestant and ensure that noise in the hallway is kept to a minimum.

Once the five minutes are up, the Escort will take the contestant to the contest room. The Assigned Topic Prep Room Monitor will go immediately to get the next contestant and follow the same procedures as outlined above. Continue this process until all contestants assigned to your contest room have completed the assigned topic preparation phase of the contest. Once your last contestant has left proceed to the Contest Office (**Room TBD**) to return the stopwatch, the copies of the assigned topic and any scratch paper.