

Public Address

Chairperson

1. Check in the hallway to see if the next performer is present.
2. Obtain the comment sheet from the performer.
 - a. If needed, ask the performer how to pronounce their name and title of selection.
3. Write “IN” next to the name of the performer once they have entered the room and close the door.
4. The performer may wish to use a lectern. If needed, please provide assistance.
5. Check to make sure the performer and timer are ready, and then check one last time to make sure the judge is ready.
6. Announce the performer by reading your script on the back of this folder.
7. **Give the comment sheet to the judge.**
8. Following the performance, obtain any notecards that the speaker may have used and give it to the judge. The notecard is to only contain **50** words. The judge may ask you to count the words on the notecard(s).
9. Open the door to allow the audience to leave and others to enter.

Check for the next performer to enter and **repeat steps 1-9.**

At the end of your shift,
return this entire packet to the office as quickly as possible.