

CHAIRPERSON FOR

Spontaneous Speaking

1. In order to run this center, you must have a packet of Spontaneous Speaking topics from which each performer will draw a topic upon which to speak. These topics are cut into slips with one question per slip. A complete list of numbered questions is provided in this packet for you. **Do not allow anyone else to see this list.** The judge also has a list of all the spontaneous speaking questions/topics for reference.
2. Check outside the door for the first performer.
[Since you will be introducing each performer by name, check any pronunciations needed.]
3. Obtain **comment sheets** and bring the contestant into the performance room.
 - a. The performer will prepare the speech in the room and may bring only BLANK paper and/or note cards, pencil/pen. The performer may not leave the performance room once topics are drawn.
 - b. The performer will draw **three** topics without reading them.
 - c. After the three slips have been drawn, the room timer begins timing allowing the performer only **3** minutes to select and prepare the topic. The performer may write on note cards to organize the speech.
 - d. At the end of the 3 minutes the performer puts back two of the topics and speaks on the selected topic. [Look at the number of the topic selected in order to introduce the performer/topic.]
 - e. Return the unselected slips to the draw pile and shuffle the slips before the next performer draws.
Note: The selected slip is NOT returned to the draw pile.
4. While the performer is preparing, cross the performer's name off the schedule outside the performance center. [This way others know who is performing.] ----Close the door to the performance center.
5. Give the comment sheets to the judges when they're ready (done writing on previous sheets).
6. At the end of **3** minutes, take the selected slip from the performer. The performer may use a lectern. At this time, ask the performer if s/he needs a lectern. If needed, please help place the lectern where the performer wishes. Then give the slip and the comment sheet to the judge when s/he is finished with comments to the previous speaker.

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7. Check to make sure the performer and timer are ready, and then check one last time to make sure the judge is ready.
8. Announce the performer by following the script, "WELCOME to Ames High School and the IHSSA State I.E. Contest. At this time, we ask that you kindly turn off all cell phones and electronic devices. Videotaping or photography are not allowed unless permission has been secured by the IHSSA Executive Director. Please avoid talking and whispering. We ask that you remain in your seats until the end of each performance and exit accordingly.

We are happy to introduce; **(Performer Name)** _____ , **from School #** _____, performing **(Topic of Spontaneous Speaking Chosen)** _____.

If a contestant is appearing out of order say:

"Appearing out of order is Contestant _(name)_ , School Code _(give code)_."

9. In Spontaneous Speaking, a speaker may use note cards. If the speaker uses note cards, obtain and give the card(s) to the judge to examine. [No word limit on note cards in Spontaneous Speaking]

Open the door to allow others to enter and the audience to leave.

Check for the next performer and repeat Steps 1-9.

At the end of each section – take the judge's ballot envelope to the **MEDIA CENTER** before beginning the next section.

At the end of your assignment, if your replacement does not come to the room, return this entire packet to the volunteer headquarters as quickly as possible as it will be needed for the next section.

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