OVERVIEW OF CONTEST HOST RESPONSIBILITIES

Duties of the Contest Host/Chairperson

See Stage is set up for lighting and announcing of contest and secure appropriate people to work on lighting and announcing of contest for day.

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See to it that all judges are transferred to and from airports and hotels. The Executive Secretary will contact you with fight arrangements.

Remember YOU will be responsible for having judges picked up at airports and all transfers including to and from the contest site and their return to airport.

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Provide Muscle for the Contest Site including monitors, sight-reading personnel, stage set-up, percussion equipment, warm-up rooms, storage, etc.

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Arrange for lunch for judges

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Provide holding areas for student participants before and after performances.

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Provide parking area for buses and automobiles

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Contact participating schools with necessary site information (maps, holding areas, warm-up, etc.)

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Provide a contest office with computer and internet.

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Provide signage for the warm-up/performance areas.

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Collect adjudication sheets at the conclusion of the performance.

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Keep an office copy of the contest results.

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Collect scores and set-up charts when organizations check in.

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Collect updated Form One when the organizations check in.

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Present awards to organizations so deserving when adjudication sheets are picked up by the director in the contest office.

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Be available to discuss any infractions with judges. DO NOT disqualify anyone. Judges should write down the infraction, which will be sent to the Executive Secretary. The Executive Committee will review and is the only

body that can determine disqualification unless it is explicitly stated in the UIL Constitution and Contest Rules.

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Anything else that you can think of that is not covered here.

Contest chairpersons will be paid the same honorarium as a contest judge.