OPENING AND CLOSING A COMPETITION

State Competition Coordinators: The Competition Coordinator (or the Inside Judges Monitor/Timekeeper) must be the presiding official in opening the competition. **In closing the competition, following the judges' decision, the announcement of competition results must be made by the Competition Coordinator**. The professional attitude of the Competition Coordinator will influence the professional attitude of the audience. To assist the Competition Coordinator in organizing the opening and closing of a competition category, the following outline is provided:

Opening a Competition Category

- *Schedule the opening at least five (5) minutes prior to the performance time of the first entrant.*
- Introduce yourself and say a few words of welcome.
- Express appreciation to the audience for attending.
- Introduce monitor who will be assisting the judges.
- Mention any changes in the program.
- Remind the audience to applaud only at the conclusion of the entrant's complete program. [Make this announcement even if the request is printed in the program.]
- Remind the audience that regardless of format, the use of any recording device is strongly discouraged.
- Ask the audience to turn off all devices.
- Announce the location where competition results will be made.
- Begin the competition on time.

Closing a Competition Category
(after balloting is completed)

- Extend appreciation to all participants, teachers and parents.
- Introduce all entrants and teachers. Give the entrant number and then announce the name of the entrant and teacher. Give packets with comment sheets and appropriate certificates to entrants as they are introduced.
- Introduce judges.
- Announce Honorable Mention(s), then Alternate and conclude with the Winner. Announce the entrant number and then the name of the entrant and teacher.
- Make a brief announcement regarding the registration/video deadline for the Division Competition.
- When closing, express appreciation to the audience.
- Tell the Winners/Alternates that they will receive an e-mail with information for the next level.

Winner Publicity

- If you plan to use entrant photos to publicize the competitions, it is important that permission to use them is obtained from all entrants or entrants' guardians, if they are under the age of 18.
- A sample photo/video release form has been included in the handbook for your adaptation.