



## **Guidelines for hosting a Quarter Final or Semi Final Competition**

The Rostrum Speaking Competition runs across the whole of the ACT and some parts of NSW. This means we require 16 school venues from across the region for quarter and semi-finals. It is of considerable assistance to us if we have more than 16 offers as this helps us to schedule only one final per evening. If your school hosts a competition, your competitor will be able to compete at your venue.

### **How do you help?**

Simply indicate your willingness to host a quarter final or semi-final on the online Registration Form. If there are dates which conflict with other activities in your calendar, tell us and we will work around them. The more offers we have the easier it will be to meet everyone's needs.

The participating schools should advise the host school of their representative and their topics at least 3 days before the event.

### **What do I have to do?**

The host will:

- Liaise with Rostrum, particularly the Schools Coordinator confirming the date of the competition and any special information regarding the school location and parking. Meet with the Rostrum Coordinator on the night.
- Provide an easily accessible room, large enough for the 8 contestants to speak and seating for the audience of parents and teachers (this is often the library).
- Provide separate seating for 3 Rostrum adjudicators.
- Check that contestants have arrived.
- Provide a junior chairperson(s) to MC the evening. The school captain is often chosen. They will need to introduce each contestant and their topic, with a 2-minute pause after each speaker to ensure adjudicators have time to score. The chairperson will watch for the adjudicators signal before introducing the next speaker.
- Provide a time keeper with a stop watch and a bell to time the speakers. One bell for 2 minutes and two bells for 3 minutes.
- Provide a small, private space for adjudicators to meet and determine winners.

Some schools provide a light supper but this is at your discretion. The Rostrum co-ordinator will conclude the competition by handing out awards and announcing the results.