

You are cordially invited to Western Kentucky University as WKU Forensics hosts the HILLTOPPER CLASSIC on Saturday, December 6, 2008. This mailing should contain all the information you need to make plans to attend. If you have any questions, contact Judy Woodring or Chris Chandler at (270) 745-6340, or email christopher.chandler@wku.edu.

TOURNAMENT SCHEDULE

All schools must be registered before 7:30 on Saturday morning as the first extemp draw begins at that time. Registration is in the lobby of Garrett Conference Center. If you will be arriving on Friday night and would like to register early, please contact us and we will set up a time to meet you either on campus or at your hotel. The tentative schedule is as follows:

Individual Events

7:30 Extemp draw
8:00 Round 1
9:30 Extemp draw
10:00 Round 2
11:30 Broadcast and Extemp draw
12:00 Round 3
2:00 Broadcast and Extemp draw
2:30 Finals
4:00 Awards

ENTRIES

We will be offering all eleven K.H.S.S.L., Inc. Junior events. Students may enter up to three events; however, the schedule will not be adjusted to accommodate students who can not make it to all of their rounds on time. It is suggested that students in Broadcasting, Extemp, and Improv Duo be limited to two events. You may enter as many contestants as you wish in each category, but only the top three in each I.E. category will earn sweepstakes points.

FEES

Entry fees are \$5.00 per entry (\$10.00 for each Duo Acting and Improv Duo team) and \$25.00 for each judge you cannot provide (one judge covers six I.E. entries or fraction thereof). Checks should be made payable to **JUDY WOODRING**. A \$5.00 drop fee will be charged for all drops after the 12 noon December 1 deadline. A \$50.00 drop fee will be charged if you drop a judge after the deadline. All entry fees, judging fees, and drop fees must be paid at or before the time of registration.

SUBMITTING YOUR ENTRY

We must receive your entry by 12:00 noon on Monday, December 1, 2008 or you may email them to christopher.chandler@wku.edu. Emailed entries will be confirmed via email. If you do not receive an email confirmation, then we did not receive your entry. You may fax your entry to (270) 745-6341. Please follow your fax with a call to (270) 745-6340 to insure that the fax was properly received. Do not wait until the last minute to fax your entry. The fax machine will be very busy on the deadline day, and we don't want your students to be shut out.

AWARDS

Awards will be presented to the top six in each category. Sweepstakes trophies will be presented to the top six schools.

HOTELS

Bowling Green is overflowing with hotels and restaurants, especially in the Scottsville Road area. Suggested hotels are the Microtel (745-9922), Ramada Inn (781-3000), Best Western (782-3800), Drury Inn (842-7100), Super 8 (781-9594), and Fairfield Inn (782-6933). If you would like more hotel names, feel free to call us at 745-6340.

Hopefully, we have covered everything you need to know. If you need further information, don't hesitate to call. We hope to see you on "The Hill" in December!

Sincerely,

Judy Woodring
Director of Forensics
Western Kentucky University

Chris Chandler
KHSSL Coordinator
Western Kentucky University

CHECKLIST FOR JUDGES

1. Become familiar with the rules for all events.
2. Make sure you code yourself against any student from another school you should not be judging.
3. Make sure you let the tournament officials know the events you cannot judge. Do not wait until the day of the tournament to do this, as assignments will have to be switched to accommodate your needs. This information should be on the entry form from the school.
4. You will need a pin/pencil and a stopwatch or a digital wristwatch that shows seconds as well as minutes.
5. Never switch judging assignments with anyone. This can cause problems when replacing judges in later rounds and for finals.
6. Pick up all ballots at least 15 minutes prior to the start of the round.
7. Make a list of all drops (if available) and check against your section.
8. Make sure you have a complete list of the performers for your section and do not allow any student not listed for your section to compete.
9. Never switch students from your room to another. Let the tournament officials make all changes.
10. Do not switch rooms for any reason. Instead, report any locked room or other room problem to the tournament officials and let them make the change.
11. Do not ask students to identify themselves by schools.
12. Remove any disruptive audience members from your room.
13. Make sure all the information/comments on the student ballot is correct and can be easily read by tab room officials.
14. Always write comments on the ballots during the performance. There is no time to write a critique at the end of the performance or round.
15. As speakers perform, shuffle your ballots in order of how you intend to rank them. When the last speaker performs, you should have ballots in order and simply need to put ranks/rates for each student and transfer this information to the speedy ballot.
16. Do not leave the assigned room early. Instead wait for students double entered and/or contact the ballot table to find out if a student may be an unreported drop. Leaving prior to the end of the round often creates problems if a student has not yet performed and has no idea where to find you.
17. Make sure you sign your ballot and double check to make sure the information on the student ballots matches the information on the speedy ballot-if a speedy ballot is being used.
18. Return your completed ballots to the ballot table and wait until they are checked. Putting the speedy on top and the ballots in order of rank will enable those checking the ballots to move quickly through your packet. Be sure and report any "unreported drops" or "no shows" to the person checking your ballots.
19. If you are listed as "stand by" for any round, always wait close to the ballot table until all ballots have been assigned.

Please list all duo acting teams below:

Please list all improv duo teams below:

Please list all individual events judges below:

COMPUTATION OF ENTRY FEE

Number of I.E. entries other than Duo Acting and Improv Duo _____ @ \$5 = _____

Number of entries in Duo Acting and Improv Duo _____ @ \$10 = _____

Total number of entries (Add two previous lines) _____

The number above is used to determine your number of judges required. 1-6 entries = 1 judge, 7-12 entries = 2 judges, 13-18 entries = 3 judges, 19-24 entries = 4 judges, 25-30 = 5 judges, 31-36 entries = 6 judges, 37-42 entries = 7 judges, 43-48 entries = 8 judges, 49-54 entries = 9 judges, 55-60 entries = 10 judges.

_____ judges required minus _____ judges provided = _____ @ \$25 = _____

TOTAL ENTRY FEE (Add amounts in right hand column) _____

THIS FORM MUST BE RECEIVED BY NO LATER THAN 12 NOON CST ON MONDAY, DECEMBER 1, 2008.