

Idaho High School Activities Association

John Billetz, Executive Director Julie Hammons, Assistant Director

E-mail: admin@idhsaa.org Web site: idhsaa.org

Tel: (208)375-7027 Fax: (208)322-5505

8011 Ustick Rd. Boise, ID 83704

2010-2011

SPEECH

JUDGING MANUAL

2011 State Speech

April 15-16 Lake City High School

Host: Kara Smith

Manager: Stephanie Lauritzen

Idaho High School Activities Association

2010-2011

Speech Judging Manual

Introduction

As a speech arts judge, you are a very important part of an educational program designed to develop effective communication, improve performance skills and promote leadership. The Idaho High School Activities Association and the Idaho Speech Arts Teachers Association are committed to train and certify knowledgeable judges who will provide students with consistent, positive and useful critiques. Judges must strive to meet high standards of ethical behavior and knowledge of subject.

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Speech Rules Changes 2010-2011

1. Panel Discussion

Selection of Topics: At the state tournament, each topic will be used once. A blind draw at the beginning of the tournament will determine which topics are used for all preliminary rounds as well as the semifinal and final rounds.

2. Salesmanship

Time: 3-7 minutes + 2 min. questioning by judge only

Time signals: not provided

The purpose of this event is to sell a singular, legitimate product. Contestant must identify brand. “Services” are not considered legitimate products. The **actual** product (not a model) must be displayed and/or demonstrated. Presentation may be memorized. Notes on one side of a 4 x 6 card may be used, but texts are not permitted. Video /audio aids are optional. In order to demonstrate the function of a product, that product may be put on as the demonstration begins and then removed following the demonstration. The contestant may not wear the product into the room, nor leave it on once the demonstration of that product is concluded. Additional items of clothing that might serve to enhance the visual effect of the product are considered costuming and are prohibited.

Idaho High School Activities Association
2010-2011 General Speech Arts Rules for Judges

Note: The following rules are those which most pertain to judges. For a complete list of drama rules, refer to the current IHSAA Rules and Regulations Manual.

2010-2011 State Tournaments

Drama	December 3-4	Columbia High School	(Dist Completion – November 20)
Debate	March 11-12	Canyon Ridge High School	(Dist Completion – February 26)
Speech	April 15-16	Lake City High School	(Dist Completion – April 2)

Judges

1. **Age:** Speech arts judges shall have been graduated from high school for at least twenty months.
2. **Certification:** Judges shall register, pay a required fee, watch an online certification clinic and score 80% on a written test every year.
3. **Pay Scale:** At district and state drama, certified judges will be paid \$10.00 per round. Non-certified judges will be paid \$5.00 per round, at district. The IHSAA will only pay certified judges at state.

State Tournament Judging Requirements

1. *Drama & Speech:* Each school must bring one "hired" judge in addition to the coach. *Debate:* Each school must bring one "hired" judge for every 7 students, or fraction thereof.
2. Certified judges will be assigned before non-certified judges if possible.
3. Novice judges must attend a non-certifying rules clinic at the state tournament site.

Tournament Inquiry Procedure

1. Concerns regarding possible rules violations by coaches or competitors during state tournaments must be submitted in writing to the tournament manager. The complaint will be reviewed and, if necessary, a grievance committee will be convened to consider the inquiry and determine dispensation.
2. A contestant who is found to have violated general rules or specific rules of an event may be disqualified by the tournament management.

2010-2011 Speech Rules for Judges

Note: The following rules are those which most pertain to judges. For a complete list of speech rules, refer to the IHSAA Rules and Regulations Manual.

Judging Procedures for State Speech

1. Oral critiques are not given at State.
2. Competitors will receive two scores:
Rank - Contestants in each section of each round will be ranked 1,2,3,4,4,4,etc., with 1 going to the best entry. There can be only one 1st, one 2nd and one 3rd in a section. All remaining entries are ranked 4th.
Rate - Entries are rated Superior, Excellent, Average, or Below Average according to performance quality.
 - a. Ratings may be given to more than one entry.
 - b. The rating of "below average" is not used at State
 - c. In the semi-final and final rounds at state speech, no rating below "6" shall be given.

Rating Scale

Superior	Excellent	Average	Below Ave.
10 9	8 7	6 5	4

Use of Materials

1. Material presented by all contestants shall be appropriate for competition and public performance by high school students.
2. Materials and/or presentations may not be significantly altered from round to round or from district to state.
3. Contestants may not use any material that they have competitively performed in current or previous years' district or state competition.
4. Materials previously performed at a district or state tournament in the current school year shall not be used by that same student in a second district or state tournament.

Timing Regulations

1. Timing violations in preliminary rounds of all speech events will result in being dropped one rank. There are no "grace periods" of time.
2. Timing penalties are not given in semi-finals and finals at State Speech in After Dinner or Interp events.
3. The judge is the official timekeeper.
4. Time signals are provided by the judge in Impromptu, Extemporaneous, and Retold Story only.

Grounds for Disqualification

Grounds for disqualification from an event include: 1) Violation of event rules; 2) One or more rounds of "no-show"; 3) Violation of "use of materials" rules above

Note: Judges do not disqualify competitors. Violations shall be reported to the tournament manager.

General Rules – Speech Events

1. Costumes and/or human assistance are not permitted in any speech event, including draw preparation.
2. Visual /audio aids are permitted only in Salesmanship and Expository Speech.
3. Contestants shall receive no outside assistance during the draw or once the round has started.
4. The use of real weapons, facsimiles thereof or look-alikes is prohibited.
5. The total time of singing in any speech is not to exceed one minute.

Group A Events

Duo Interpretation

Time: 10 min. maximum Time signals: not provided

This event follows rules set forth by the National Forensic League. Presentations will be from memory and without the use of physical objects or costumes. Selection must be a cutting from a single work of literature: one novel, one short story, one play, or one poem. Recorded material that is not printed and published is prohibited. Each of the two performers may play one or more characters so long as performance responsibility remains as balanced as possible. If the selection is prose or poetry and contains narration, either or both of the performers may present the narration. During the presentation, the team must name the author and the book or magazine from which the cutting was made. Focus may be direct (performers may look at each other) during the introduction, but must be indirect (off stage) during the performance itself.

Expository Speech

Time: 7 min. maximum Time signals: not provided

An expository speech is an informative speech that explains an idea, process, or theory. It may be delivered with or without the use of a 4 x 6 note card. Visual and/or audio aids are permitted. Visual aids may not include an outline of the speech, and any labeling and/or titling should be concise and assist in the demonstration of the idea, process, or theory.

Extemporaneous Speaking

Time: 7 min. maximum Time signals: provided Draw Event Topics selected/prepared in draw room

Topics will be chosen from those provided by the NFHS during the three months prior to State. Each contestant draws three topics and selects one. He/she will have 30 minutes to prepare, and may use an index and research periodicals during this time. Resource materials will not be provided by the tournament. During the presentation, the contestant may use a 4 x 6 note card written on one side. The topic will be handed to the judge before the contestant speaks and returned to the tab room by the judge at the conclusion of the round. The speech should be a synthesis of fact and opinion on the topic - not a memory test of any particular magazine.

Panel Discussion

Time: 40 min. round Time penalties: not assessed

2011 Panel Discussion Topics: Five topics will be chosen at the fall ISATA conference and posted on the IHSAA website.

Event Procedure: Panel members do not make formal speeches, but remain seated and discuss the topic informally. Prepared notes or materials are not allowed, but notes may be taken during the discussion.

Emphasis is on problem solving through group consensus. Panelists should be familiar with the topic and be prepared to discuss facts and opinions.

Selection of Topics: At the state tournament, each topic will be used once. A blind draw at the beginning of the tournament will determine which topics are used for all preliminary rounds as well as the semifinal and final rounds.

Radio Speaking

Time: 5:30 - 6:00 minutes Time signals: not provided

Draw Event Material provided/prepared in draw room

All contestants use the same broadcast material provided by tournament management. The contestant is allowed a 30-minute period to prepare a script from the material. The speech shall include news, an original commercial of no fewer than 30 seconds, and a commentary about a subject covered in the provided material. The commentary, which shall be an original extemporaneous editorial reflecting the opinion of the contestant, should consume 1-2 minutes of the total speech and be presented last. Speakers may time themselves, but must not have another person assist with timing.

Retold Story

Time: 6 min. maximum Time signals: provided

Draw Event Stories selected/prepared in draw room

Contestants will select a story from a group of three elementary level books provided by the tournament and in 30 minutes, be prepared to retell the story as if they are presenting in front of an elementary-age audience. The story shall be retold without notes, but must not be memorized. The same book may be presented only once by a contestant.

Retold Event Procedure: Contestants will enter the round in staggered intervals and will hand the selected book to the judge before starting his/her presentation. Note: The judge will return books to the tab room after each round, but will not read each book while contestant is retelling the story.

Group B Events

After Dinner Speaking

Time: 4 - 6 minutes Time signals: not provided

This event should imitate a banquet situation. The group (real or fictional) being addressed should be clear. The intent of ADS is to entertain, but the speaker must also develop an idea. Material presented must be original.

Delivery may be through memorization or use of notes on one side of a 4 x 6 card, but a text may not be used. Emphasis should be placed on the concept of "speech". While humorous quips and jokes are appropriate, they must have purpose and fit the occasion.

Humorous / Serious Interpretation

Time: 10 min. maximum Time signals: not provided

These events include an introduction, prose and/or poetry selection(s) from one or more authors with appropriate transitions based on a theme. Selection(s) may be read from a text, or may be memorized. Materials must be from a printed or published source with an ISBN number. An original source that does not have an ISBN number may be used provided it is published and available at the tournament. Recordings or videos may not be used as the source. Props, makeup, and costumes are not permitted. The contestants should be evaluated on poise, quality and use of voice, physical expression and especially the ability to interpret characters correctly and consistently. This allows full body movement (bending, kneeling, turning).

Impromptu Speaking

Time: 2 - 4 minutes Time signals: provided

Draw Event Topics drawn/prepared in contest room

Contestants will draw three topics, choose one, and may use 60 seconds preparation time. The contestant may take notes during the preparation time, but may not refer to the notes during the presentation. Topics will be news items for one round, abstract words for one round, and quotations for one round. In semi and final rounds the contestant will receive one news item, one quotation, and one abstract word.

Oratorical Analysis

Time: 10 min. maximum Time signals: not provided

The contestant will present a non-original speech, portions thereof, or cuttings of various speeches by one "real life" speaker. The intent of this event should be the analysis (not interpretation) of the oratory or speech. The speech should not be from fiction, but from an actual address by a person of significance either past or present. The contestant will analyze the oratory selection(s) for approximately 50% of the presentation. The speech may be presented from memory or by use of a text.

Original Oratory

Time: 10 min. maximum Time signals: not provided

This is an original, memorized persuasive speech. A maximum of 150 words of quoted material may be used in the oration. The purpose of original oratory is to persuade in order to accomplish a response of feeling, belief, or action.

Salesmanship

Time: 3-7 minutes + 2 min. questioning by judge only

Time signals: not provided

The purpose of this event is to sell a singular, legitimate product. Contestant must identify brand. "Services" are not considered legitimate products. The **actual** product (not a model) must be displayed and/or demonstrated. Presentation may be memorized. Notes on one side of a 4 x 6 card may be used, but texts are not permitted. Video /audio aids are optional. In order to demonstrate the function of a product, that product may be put on as the demonstration begins and then removed following the demonstration. The contestant may not wear the product into the room, nor leave it on once the demonstration of that product is concluded. Additional items of clothing that might serve to enhance the visual effect of the product are considered costuming and are prohibited.

General Responsibilities of the Speech Judge

Be Professional

- Be professional in both appearance and behavior.
- Be knowledgeable – know both the event rules and specific rules of the tournament. Review rules and judging procedures prior to each tournament.
- Bring judging materials including timer, paper, writing implements, and judging manual.
- Arrive on time and attend scheduled pre-tournament meetings.
- Attend the pre-tournament judge's meeting
- Upon check-in, notify tournament management of schools/students you should not judge

Assignments

- Be available and ready to accept new judging assignments when necessary.
- Avoid judging students you know personally (especially those from your school).
- If you are assigned to judge someone you have judged previously in the tournament, notify tournament management immediately.
- Do not trade ballots with other judges.

When you enter the contest room

- Control the room setting - be aware of observers – insist on proper decorum
- Review competition procedures (see “ground rules for speech competition”)
- Check codes - but do not ask competitors where they are from.

Judging

- Listen – pay attention - take notes
- Do not interrupt a speaker to ask questions or make comments.
- Render a fair and objective decision of every entry. Avoid favoritism and keep personal preference out of the judging decision.
- Fill out the ballot with all required information. Make positive and constructive comments.
- Do not disclose your decision or give oral critiques.
- Return ballots to the judging table promptly and wait for ballot to be checked. Do not keep ballots during a following round or leave the tournament with a ballot.
- Report rules infractions to tournament officials and make appropriate notations on the ballot. Disqualification is the responsibility of the tournament management - not the judge.

When you have questions

- Take good notes.
- Bring questions / concerns to the tournament desk.
- If it is not an emergency, wait until all speakers are finished before coming to the tournament desk.

Ethics and Integrity - Vital Components of Speech Arts Judging

Judging Procedures

1. **Be available when ballots are handed out.** If you are not given an assignment, please remain near the ballot table in case reassignments are necessary. It is often difficult to find a sufficient number of “clean” judges, especially in the latter rounds. If you have been assigned to judge, but are not available when ballots are distributed, the tournament is slowed down.
2. **Insist on proper protocol in the contest room.** The judge is responsible for room decorum and must ensure that no distractions will occur. Do not allow observers,(including students, coaches, parents) who are being disruptive to remain in the room. Contestants must also observe basic courtesies toward each other.

Announce “Ground Rules for Speech Competition” prior to beginning the first round.

Repeat as necessary throughout the tournament. Speech **“ground rules”** are:

1. TURN OFF ALL CELL PHONES AND PAGERS
2. No one may enter or leave the room while competition is in progress (except for contestants in radio, extemp and retold as necessary). Spectators are expected to stay for all performances in the round.
3. Anyone guilty of disruptive or distracting behavior will be required to leave the room. Rudeness to speakers will not be tolerated.
4. Contestants must speak in their assigned order unless they have a note from the tab room.
5. Timing begins when the first word is spoken and ends with the last word of the speech. There are no grace periods of time. Contestants may start over, but elapsed time is counted toward the time limit.
6. Only the judge may give time signals or take notes. Time signals (will be / will not be) given in this event. (note: see #5 below)
7. Oral critiques are not given at State Speech.
8. Please set up and take down displays quickly.

4. **Check code numbers.** Prior to beginning a round, do a “roll call” of contestants listed on the cover sheet. Entries are expected to perform in the order shown on the cover sheet. If a contestant is present who is not listed on the cover sheet, have him/her report to the tab room immediately. Also report “no-shows” to the tab room.
5. **Observe time limits.** All speech events have time limits which are listed on the cover sheet. Judges must accurately time each presentation. Timing violations in preliminary rounds are penalized by being dropped one rank. (ie.1st place to 2nd place -2nd placer then becomes 1st etc.). There are no “grace periods”. Be sure to indicate the penalty on the contestant’s ballot. At state speech, timing penalties are not given in semi-final and final rounds of After Dinner and Interps. **Time signals** are given only in Impromptu, Extemp and Retold. In all other events, it is the contestant's responsibility to be within the time limits. Should a contestant request to start over, allow it, but do not reset the timer. Time will accrue from the original starting time.
6. **Report discrepancies to tab room.** Any rule violation and/or discrepancies that could result in disqualification must be noted on the ballot and verbally reported to the tab room.
7. **Return ballots promptly.** Turn in the ballots within 10 minutes of the round so the tournament may stay on schedule. Wait at the ballot table for the official to double check your ballots and sign your remuneration form. Never leave the tournament with a ballot.

Evaluating Presentations & Formulating Decisions

Give contestants your attention Facial and bodily expression are part of a presentation. Watch the entire presentation. Learn to write comments on a scratch pad while watching. You can transfer the comments to the ballot later. (Just be sure to do it quickly!) Your written comments will help you remember presentations and determine rank placements and rating.

Judge on performance only Judges must critique only the performance - not the material. There may be presentations on subjects that you do not like nor agree with, but you must only judge the contestant's performance.

Please Note:

School administrators are concerned that students might alter their presentations after the Principal's Approval Form has been signed. Therefore, if a presentation contains excessive violence, has strong sexual content, or is extremely offensive in either actions or language, please make note of the entry and situation and notify the tournament desk when you turn in your ballots.

Evaluation Criteria Suggested evaluation criteria for each event is found on pages 8-10 of this manual.

Rank and Rate Each entry receives two scores - rank and rate. Please refer to the current speech rules in this manual for information and procedure for determining rank and rate. Be certain you can justify rating and ranking of every entry.

Confidentiality Keeping decisions confidential is essential to the integrity of the judging process and the tournament. Do not discuss decisions with fellow judges, contestants, coaches, or observers.

Filling out the Ballot

Explain evaluations on the ballot. Justify your evaluations in a positive, constructive manner. Each ballot should contain a thorough explanation with clear and concise comments. It is not fair (nor educational) for a contestant or his/her coach to wonder why the judge reached a particular decision.

Make specific comments. Effective comments point out the pluses of the performance, then give specific, constructive critique for areas in which they may improve. Don't be too technical or too flippant. Written comments should educate as well as evaluate.

Fill the ballot out properly and completely. Double-check each ballot. Don't make cross outs. It is unprofessional to change a ranking once it is marked, or to circle a number and cross it out to circle another number. If you need to make changes, get a clean ballot from the tournament desk. Do not write on stacked ballots. (They are NCR forms and marking will be transferred to the ballot underneath.) Accurately transfer rank and rate to the cover sheet.

Note: Ballots for semifinal and final rounds at State Speech are a shortened version of the regular ballot. The comment section has been removed. If you wish to make comments to the speakers, fill out a regular ballot after turning the short ballots and cover sheet in to the tournament desk.

Speech Terminology

1. ANALYSIS - The performance should exhibit depth and scope, and sensitivity to the author's ideas and purpose. It should demonstrate an understanding of the historical impact and/or rhetorical strategies of the speech.
2. DELIVERY - Language should be vivid; delivery should demonstrate good posture, eye contact, meaningful gestures; speaker should be smooth and fluent.
3. INTERPRETATION - A concept of a work of art as expressed by the character and style of its representation or performance.
4. INTRODUCTION - The participant should establish background, mood, and theme. The introduction should identify the selection and author.
5. ORGANIZATION - The speech should have systematic development, effective introduction and conclusion, and clear transitions, following a clearly developed pattern of organization.
6. ORIGINALITY - Original presentations should not include quotes or jokes from another source.
7. PERSUASIVENESS - Coherency with a balance of logical, ethical, and emotional appeals.
8. RELEVANCE - Related to the matter at hand; pertinent; to the point.
9. SELECTION CHOICE - An idea, process or theory for the purpose of explanation appropriate to audience and occasion.
10. THOUGHT DEVELOPMENT - Good analysis and organization should be evident; supporting materials should be valid; speech should be logically developed.
11. TOTAL EFFECTIVENESS - Having the intended or expected effect; serving the purpose intended by the event. Refer to each event criteria for specifics.

Suggested Criteria for Evaluation of Speech Events

Following are suggested criteria for judging speech events. Actual event rules can be found in the current Speech Rules in this manual and also on event cover sheets.

A Events

Duo Interpretation

Contestants should be graded on poise, quality and use of voice, inflections, emphasis, pronunciation, enunciation, and especially the ability to interpret characters correctly and consistently. Narrative should be vivid and animated so as to be an interesting and integral part of the story rather than just “filler” between portions of dialogue. Selections should be judged for their suitability to the particular contestants using them.

Expository Speaking

The speaker should demonstrate research of the topic, adequate explanations, and effective use of language. He/she should demonstrate systematic development - effective introduction and conclusion and clear transitions. Appropriate verbal and non-verbal delivery techniques should be used. The speech should generate audience interest and expand an understanding of the topic.

Extemporaneous Speaking

In the area of relevance, the topic question should be clearly stated and the participant should address the specific topic question. Thought development should illustrate good analysis of the topic and organization. Supporting materials should be valid and the speech should be logically developed. Language should be vivid and delivery should demonstrate good posture, eye contact and meaningful gestures. The delivery should be smooth and fluent.

Panel Discussion

In Panel Discussion, the participants' remarks should not be a memory test of a particular magazine article, but rather an original synthesis of current fact and opinion on the designated topic. Participants should demonstrate appropriate non-verbal behavior - poise, courtesy, and effective listening skills. Participants should utilize logical steps of problem solving. Ideally, the group should reach consensus through cooperation and compromise.

Retold Story

A good storyteller retells the story to an elementary age audience with enthusiasm, creating suspense with an effective climax. He/she should demonstrate appropriate non-verbal behavior and enthusiasm as the story may dictate. There should be ease and freedom in the manner of the storyteller. The voice and body should enhance the characters so that the story comes alive.

Radio Speaking - Draw Event

In this event, the judge should not watch the contestant. Evaluation should be only of the audible message. Organizational abilities should illustrate continuity and a well-developed script. The commercial should be original, appealing, and persuasive. The competitor should deliver proper voice inflection, articulation, tempo, pronunciation, emphasis and enthusiasm.

B Events

After Dinner Speaking

Humor is generally a key part of ADS, but the contestant must also develop an idea. A stand-up comedy is not appropriate for this event. The speech should have a good introduction, a systematic development of ideas, and a conclusion. The contestant should demonstrate poise through the use of vocal variety, language, and non-verbal behavior.

Humorous / Serious Interp

Contestants must demonstrate the ability to interpret the full meaning of their selection and be able to carry the interpretation over into the minds of the audience. A background, mood, and theme should be clearly established. Watch for characterizations being established and a clear and logical distinction among those characters. Narration must be coherent. Total effectiveness includes good timing, vocal flexibility, posture, gestures, eye contact and appropriate facial expressions.

Impromptu Speaking

In the area of relevance, the topic question should be clearly stated and the participant should address that topic. The speech should be coherent and logical with evidence of originality and analysis of the subject. Delivery should exhibit good grammar and diction; posture and gestures should be meaningful and eye contact maintained. The participant should demonstrate poise, confidence and an ability to think on his/her feet. The effective impromptu speech is convincing, organized and demonstrates good control of the situation and topic.

Oratorical Analysis

The participant may attempt to interpret or imitate the original orator, but that should not be the criteria for evaluation. Judges should evaluate the participant's organizational and analytical skills. Did the participant have an adequate introduction, transitions that tied the various components of the presentation together, and an effective conclusion? Did the analysis exhibit depth and scope, and sensitivity to the author's ideas and purpose? Did the analysis demonstrate an understanding of the historical impact and/or rhetorical strategies of the speech?

Original Oratory

Humor may be used but the primary purpose of this speech is to persuade rather than to entertain. The contestant should establish a definite idea; the main points should be clearly emphasized and systematically developed. The contestant should utilize a good introduction and conclusion and use vivid language and accurate grammar. Watch for appropriate pitch, rate, volume and articulation, good posture, meaningful gestures, and direct eye contact. The persuasive aspects of the oration will include logical, ethical, and emotional appeals that are convincing.

Salesmanship

The primary purpose is to sell a real product - not to merely entertain an audience. Judges should evaluate the participant's knowledge of the product and his/her ability to give an adequate analysis of the market. The speech should demonstrate a need for the product and develop information necessary to assist in purchasing the product. Appropriate vocal variety, body action, and effective language style should be employed.

Housekeeping – State Tournaments

JUDGE’S REMUNERATION FORM

1. After each round judged, fill out the form, initial, and give to ballot desk with your completed ballots. The official will also initial the form and return it to you.
2. After your final judging assignment, sign the form and turn it in to the tournament desk. The tournament official will also sign it and return the yellow copy for your records.

Sample Form

Certified judges receive \$10 per round; Non certified judges will not be paid by the IHSAA. This form must be turned in at completion of tournament & a W-9 must be on file with the Idaho High School Activities Association before payment of fees can be made.

<u>Round</u>	<u>Section</u>	<u>Event/Category</u>	<u>Initials</u>	
			<u>Judge</u>	<u>Ballot Desk</u>
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
Total Number of Rounds Judged: _____				_____

Judge's Signature _____

Ballot Official's Signature: _____

IRS FORM W-9

The Internal Revenue Service requires that the IHSAA must have on file a Form W-9 for every judge or paid official at all State events. We must receive the completed form before payment can be made.

The W-9 form must be filed only once. If you have previously submitted a W-9 to our office and have not changed residences, please disregard this notice. If you have not submitted a W-9 or if your address has changed since the last W-9 was submitted, please return the completed form to the ballot table before leaving the tournament.