

## **Judges Envelopes (day of event)**

- The envelope should be labelled with the name of the judge, room, and categories judging
- program
- pen and pencil
- scorecards with names of participants and titles of speech/presentation by category
- comment sheets labelled, one per person/team
- placing sheets for each category judged (the sheet has two forms on it and is designed to be cut in the middle)
- explanation of the scoring system