

## HOW TO SET UP A SPELLING BEE-Committee Responsibilities

### Before you prepare for the competition:

- . Get the support of your club and form a committee to make contacts and organize the Bee.
- . Get permission from the local elementary schools and the local library to advertise and distribute information and rules for the contest.
- . Find a venue such as your local library, school auditorium, or your own meeting place.
- . Secure prizes for the winner and the two runners up. Local businesses may be a good source for donating gift certificates, books or other age-appropriate prizes.
- . Source judges for the competition. Some suggestions are teachers, librarians, principals and town officials. A good idea may be to have a representative from each participating school.

### To prepare for the competition:

- . Tell your District Spelling Bee Chairman and the State Bee Chairman by November 15<sup>th</sup> that your Club is having a Spelling Bee and let them know the date, location, time and other relevant particulars related to your Bee – be sure to include your Club's Spelling Bee Chairman's contact information.
- . Decide on how many students you would like to be in your Club Spelling Bee (30-40 contestants are suggested).

### Each Contestant should receive a copy of the following:

- Club Contestant Letter with Bee Event Date/Time/Location/Directions
- Photo Release Form
- Copy of the Rules
- Copy of the 4th and 5th Grade Practice Words (the same list each year)

### Check your volunteers to make sure you have the following:

- Moderator (usually Club Spelling Bee Chairperson/President)
- Pronouncer (preferably someone without an accent/dialect)
- Three impartial judges (librarians, town officials, etc.)
- Registration/refreshment workers

### For the Pronouncer:

In a packet given to the Pronouncer, the words should be in order according to rounds. Each word will have a basic definition, and a basic sentence.

Pronouncers should also receive the word list in advance so they can practice pronunciation ahead of time. If the Pronouncer cannot pronounce a word properly, it is the Pronouncer's prerogative to eliminate that word before and during competition to keep the program running smoothly.

### For the Judges:

Supply each Judge with a folder that contains the words and the Contestant List. They should be in order according to the list provided to the Pronouncer. **The folder should also have a copy of the Rules, Instructions, and a pencil.**

**For District Spelling Bee Chairman:**

The Club Spelling Bee Chairman will need to provide the District Spelling Bee Chairman with the winner's information from the Club Bee. Please complete the Spelling Bee Winner's Report upon completion of the Club Bee. This will help ensure your District Chairman is able to include Club winners in the Regional Bee.

**To participate in the District Bee, a \$15 Club check payable to NJSFWC, earmarked "Spelling Bee" should be mailed to NJSFWC Headquarters by January 31, 2019.**

**Printed Program:**

If your Club is providing a printed program for distribution to the audience, be sure to include the names of everyone who is participating, helping, judging, or co-sponsoring the event. Include the students' grades and schools if possible.

**On the Day/Night of the Event:**

- Volunteers should arrive one hour ahead of time to assist with set up.
- Event Chairperson should have the following:
  - The official Dictionary used in the competition—See rules
  - Registration lists and contestant numbers
  - Waters, Snacks for after the Bee
  - Folders for Judges
  - Supplemental word lists
  - Recording device
  - Awards/Certificates and Programs
  - District Spelling Bee information for those going to the next level

**Order of Event:**

- Welcome and introduction of officials, Judges, etc.
- State that there will be an award presentation following the Bee and for the audience to remain seated until conclusion of the event.
- Explain the Rules
- Begin the Spelling Bee
- Hold the award ceremony after the last elimination round
- Take publicity photos

**After the Event:**

- Contact your District Chairman with the winner information
- Submit your \$15 check to Headquarters to participate in the District Bee.
- Submit publicity photos and articles to local newspapers
- Send photos of your Bee to the State Spelling Bee Chairman at [brandimillernj@gmail.com](mailto:brandimillernj@gmail.com)
- Send thank you notes to school/library for use of the facility and any non-members who assisted with the event.

**HAVE A GREAT SPELLING BEE!**