

## 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 top 3 finishers information from the Club Bee. Please forward this information (forwarding their registration forms and place - 1,2,3 is sufficient) upon completion of the Club Bee. This will help ensure your District Chairman is able to include Club winners in the District Bee.

**To participate in the District Bee, a \$20 Club check payable to NJSFWC, earmarked “Spelling Bee” should be mailed to NJSFWC Headquarters by January 1, 2022.**

**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 \$20 check to Headquarters to participate in the District Bee.
- Submit publicity photos and articles to local newspapers
- Send photos of your Bee to the Education & Libraries Chairman at [miller@njsfwc.org](mailto:miller@njsfwc.org)
- 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!**