

## **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 place to hold the competition. You may be able to use your local library or school auditorium free of charge, or your own meeting place might be appropriate.
- Secure prizes for the winner and the 2 runners up. Local businesses may be a good source for donating gift certificates, books or other age-appropriate prizes. Note: At the district level, the State Education Chair will provide funds towards the first-place prize of the district's choosing.
- 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 Advisor that your Club is having a Spelling Bee and let her know the date, location, time and other relevant particulars related to your Bee. Provide your Club's Spelling Bee Chair 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
  - Copy of the Rules
  - Copy of the 4<sup>th</sup> and 5<sup>th</sup> Grade Practice Words (the same list each year)
  - (Optional) copy of the Advanced Practice List (provided as an additional practice list if additional practice words are desired. Given at the discretion of the Club and is different from the District List. Do not give the district practice word list until the Club level winners are determined. Then the district list is given to Club Bee winners.

### **Check your volunteers for make sure you're covered for 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. They should also be printed onto index cards or given in the spreadsheet format which is provided by the state Education Dept. 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 Advisors:**

The Spelling Bee Chair will need to provide their DA 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 the DA is able to include Club winners in the District Bee. **A sample report is included for reference.**

**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. **See Sample Printed Program for a guideline. This is a template that can be used.**

**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
  - Folders for Judges
  - Supplemental word lists
  - Tape recorders/tapes
  - 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 DA with the winner information. Complete the Winner's Report Form and send it out within 5 days of completion of your event.
- Submit publicity photos and articles to local newspapers
- Send photos of your Bee to the state Education Chair via email to [education@jerseyjuniors.com](mailto:education@jerseyjuniors.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!**