

Sgt At Arms Procedure for Evaluation Contest

This procedure requires just two Sgts At Arms (SAA1 and SAA2). Ideally SAA1 is in person.

SAA2 can be either in person or online. SAA2 always stays with the contestants either in the conference room if SAA2 is in person or in the Evaluation Breakout room if SAA2 is online.

The Laptop in the conference room must be connected to the meeting and assigned to the Evaluation Breakout room on Zoom.

If SAA2 is in-person, they can watch contestants in the conference room as well as those in the breakout room on the screen in the conference room.

If SAA2 is online they can watch contestants in the breakout room as well as those in the conference room.

The Evaluation Breakout room on Zoom is created to Assign people manually with the option set to NOT Allow participants to return to the main room at any time.

1. At the end of the Test speech, the Contest master asks the SAA to escort all contestants out of the room.

- If SAA2 is in-person, they escort in-person contestants to the conference room
- If SAA2 is online they move themselves to the Evaluation Breakout room
- The online Tech master opens the Evaluation Breakout room and all online contestants are moved into the Evaluation Breakout room ALONG with the Laptop located in the conference room
- SAA1 goes to the conference room and verifies that all contestants are either in the conference room or in the Evaluation Breakout room
- SAA1 informs the contest master that all contestants are out of main room and to start the 5 minutes and then stays in the main room

2. At 3 minutes SAA1 goes into the conference room and announce 2 minutes remaining

3. At 4 minutes SAA1 goes into the conference room and announces 1 minute remaining

4. At 5 minutes SAA1 goes into the conference room; collects the notes from all in-person contestants; instructs online contestants to fold notes and hold them up so visible until called

5. If first/next contestant is online the Tech master who is the host will move the contestant from Breakout room to the main room

If first contestant is in-person SAA1 will escort them from the conference room to the main room; give contestant their notes; and direct them to the table to put on the mic

6. When ready, the contestant will proceed to the stage and give their evaluation

7. When the contestant finishes their evaluation

- The in-person contestant will go to the table to remove their mic.
- Online contestant will turn off mic and video
- The Contest master will announce 90 seconds of silence and ask for next contestant

Repeat steps 5-7 for each contestant

8. When last contestant has been brought back to the main room (no contestants left in either the conference room or Evaluation Breakout room), SAA2 returns to the main room and resumes regular duties