

## INSTRUCTION TO TABULATORS

Tabulators for each contest are appointed by the Chairman. The number appointed may range from three to five depending upon the importance of the Contest.

The duties of the tabulators are as follows:

1. At close of the contest, collect the judges' ballots from the judges who will be seated at various locations in the audience.
2. After judges' ballots are collected, proceed to a place within the auditorium designated by the Chairman for the purpose of tabulation.
3. First check each judges' ballot carefully to be sure it is fully and correctly tabulated, and that the judge's signature is affixed. Check the timer's card to be sure penalty points, if any, are considered on the judges' ballots.
4. Being sure all ballots are properly completed by the judges, number them 1-2-3, etc., according to the number of judges used.
5. Enter each judge's choice on the RECORD OF CHOICE TABLE.
6. Total the Record of Choice for each respective contestant, and determine the winner. The contestant receiving the lowest total rankings is the winner, and is designated as Number 1 in the Order of Winning at the bottom of the table. The contestant with the second lowest total ranking is Number 2, the contestant with the third lowest total rankings will be Number 3, etc. Note that the contestant receiving the lowest total rankings (not total points) is the winner. (For example, if contestant #1 receives two firsts, two seconds, and a third on the judges' score cards, the total score is 9. If contestant #2 receives two two firsts, two seconds, and a fourth, the total score is 10. Though contestant #2 receives two firsts, the total score of 10 places second.)
7. If two contestants receive the same point score total, the tie shall be broken by comparing the placement scores of the five judges for the two contestants. One of the contestants will be the winner over the other contestants by three of the judges' placements when only the low point scores of the two contestants are considered.
8. In the event that three or more contestants receive the same point score total, the tie shall be broken by reference to high total percentage points received from all judges. The total tied for any positions on the basis of the low score method. In the case of a tie, compare their scores and discuss all features of the Contest, in order to arrive at the final choice.
9. Recheck all figures to be sure no error has been made. Remember it might be very embarrassing to discover an error after the winner has been announced.
10. Sign the Tabulations Report, and hand it to the Chairman together with the judges' ballots. He will recheck and make announcement of the winner at the proper time.

**TABULATORS**

HIGH SCHOOL ORATORICAL CONTESTS  
THE AMERICAN LEGION DEPARTMENT OF MISSOURI, INC.

**RECORD OF CHOICE**

Number of Judge	Contestant #1	Contestant #2	Contestant #3	Contestant #4	Contestant #5	Contestant #6	Contestant #7	Contestant #8
<b>Record of Choice</b>								
<b>Order of Winning</b>								

**HIGH PERCENTAGE TOTAL (Use only in event of tie above)**

Number of Judge	Contestant #1	Contestant #2	Contestant #3	Contestant #4	Contestant #5	Contestant #6	Contestant #7	Contestant #8
<b>Total Percent</b>								
<b>Order of Winning</b>								

Date \_\_\_\_\_ Signatures \_\_\_\_\_