



2016 School Bee Checklist

- Official competition word list by rounds, as provided by the Spelling Bee. Do not share this list with students; doing so will cause school to be disqualified.
- A copy of the Spelling Bee rules to be read (left section only) aloud before competition begins.
- English/Bulgarian dictionary, for reference only, competition words will be provided, but if students know all provided words, select additional words from the dictionary.
- Audio/video recorder/laptop - to be reviewed during competition if a student's spelling or pronunciation is contested.
- Numbers for each participant to wear - **randomly** assign a number to each student and document, students should be called by number instead of by name
- Designated area/seats for participants
- Designated area/seats for disqualified participants - you may ask them to return to the same seat, just remove their number when they misspell a word so there is no confusion
- Designated area/seats for audience
- Designated area for judge and Bulgarian host
- Camera and/or video camera to document event so we can post on website
- Designated person in audience to take photos/video
- Location in front of the judges table marked with tape so contestants know where to stand when spelling a word facing the judges and away from the audience
- Certificates filled out for participants before competition to be presented to each participant during the awards ceremony
- Award certificates for top speller, to be completed at end of competition
- Provide some refreshments/snacks, if possible
- Decorations - Hang the official Spelling Bee wall banner behind the participating spellers. We strongly encourage you to decorate the competition area to make it festive and to celebrate with the students their participation at the end of the bee.
- Please note the following during competition:
 - the number of rounds that are completed
 - the duration of your competition
 - the winning word
- Before beginning your bee, please view the "How to conduct your local spelling bee" and review closely all the bee rules
- Submit winner and complete the post-competition form that will be sent out in a separate email by March 15, 2016