CHECKLIST & FORM for when you are the "**BALLOT COUNTER"**

Upon Arrival at the Meeting   Ask Sergeant-at-Arms for **Ballot Counter form**.

During the Meeting   You will count the ballots for three categories:
Speeches
Table Topics
Evaluators (Includes General Evaluator)

TIME QUALIFICATIONS

Speakers must qualify within the announced time constraints of their project speeches.

Table Topics participants must speak no less than one minute and no more than two minutes and 30 seconds.

Evaluators (Including General Evaluator) must speak no less than one minute and 30 seconds and no more than three minutes and 30 seconds.

- ➢ **Names of Speakers and Evaluators will be on the agenda.**
- ➢ **Write the names of the Table Topics Participants as they are called.**
- ➢ **If there are no more than two participants, DO NOT ANNOUNCE a winner.**

SPEECHES: **Name**   **Votes**

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

TABLE TOPICS: **Name**   **Votes**

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

EVALUATORS: **(Including the General Evaluator)**
                Name   **Votes**

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____

ANNOUNCE THE WINNERS, __NOT__ THE NUMBER OF VOTES EACH PERSON RECEIVES.