

## **THE PERFECT SCRIBE CHECKLIST - START TO FINISH**

### **IN THE BEGINNING**

Contact the organizer or respond to their letter/email/phone

### **ON THE DAY**

Arrive ½ hour early

Got to the office

Pick up

Tests

Clipboards/Pens/Pencils

Order of go/Timesheet

Whistle/Bell

Radio

Meet your judge

Check out booth for Chairs, Table, Bees and other complications

### **BEFORE THE FIRST TEST**

Be sensitive to the judge's style, don't interfere with judge's preparation

Don't be chatty unless the judge initiates the conversations

Receive any personal instructions, preferences

Check tests for numbering or not numbered, organization, accuracy, sufficient copies

Radio check with gate steward

### **FIRST TEST**

Knowing the test yourself is desirable

Be sure you have the right test

Put number and brief description on sheet

Write comments on the correct line

Don't edit comments

Write legibly

Know abbreviations

Wait for number

Be sure you get a number for each movement

Take down collectives or hand sheet to judge

Check for judge's signature

Put finished tests where the score runner can pick them up easily without disruption

Help to minimize any disruptions or distractions

### **AFTER LAST TEST**

Pick up booth

Bring last tests to scorer or office

Return supplies to office