

Costume Contest Procedures - 2018

Registration: (managed by proctor)

- a. **Contestant** should turn in receipts with total for all expenses, plus valuations on borrowed or previously owned items. \$50 maximum per individual.
- b. **Contestant** should fill out form with:
 - name
 - Student ID number
 - school
 - sponsor
 - total cost
- c. **Proctor** assigns contestant number (from sign-in sheet), collects and organizes registration materials (receipt in the envelope to be sent with the contestant and handed to the chief judge upon entry to the judging room).

Competition

- a. **Proctors** manage registration (above), supervise waiting contestants, move contestants to and from judging room, keep time and advise judges of time limits if there are many contestants.
- b. **Chief Judge** handles administrative details: disseminating contestant information (number, cost, etc.), signaling for contestants, asking a specific set of questions of each contestant, coordinating point summarization at the end of the contest, and completing contest winner forms.
- c. **Individual Judges** are assigned specific areas (e.g., authenticity, craftsmanship—see judging sheet) which (s)he alone will evaluate numerically on the individual contestant's judging sheet as contestants model costumes, the points of all judges to be tallied at the end of the contest for the final score.
- d. **Contestants** will enter singly, hand envelope to chief judge, give contestant number, model outfit, respond to questions, and briefly add comments they think are important.
- e. **Chairman** will manage the whole process: appoint a chief judge; instruct the judges; see that paperwork is completed; that judges work with appropriate speed; deliver forms; check the arithmetic on completed forms; supervise completion of winners' lists, including marking scantron sheets; and delivery of student forms and winners to contest headquarters.

Evaluation: The kid with the most points wins!

- a. **Tallying Points:** Judges check their arithmetic, combine scores, make deductions for missing receipts, and total scores for each contestant. (Write total score on top sheet in the stack.)
- b. **Collation of Materials:** Staple the contestant envelope, all the judging sheets, and the entry form with name (delivered from the prep room by the proctors at the end of the judging) for each contestant.
- c. **Ranking of Contestants:** Determine winners in each category by total scores. Please recheck arithmetic carefully. Mark scantron sheets for at least winners—and preferably for all contestants.

Instructions for Costume Proctors

Registration

Sign in contestants on numbered list, "Costume Contest."

Have contestants complete "Contest Entry Form"—PRINTING CLEARLY!!!! Have contestant bubble name, id # and contest code on scantron; boys', 62; girls', 63; couples', 74.

Collect from contestant:

Contest Entry Form (mark it with number from list—this is the order in which they will be judged).

Receipts (put them in the envelope).

4. Prepare envelope for Contestant
 - a. Entry number from sign in sheet
 - b. circle YES/NO for receipts
 - c. total costs (add up receipts)
5. Return envelope to contestants, instructing them to hand it to the judges at the time of judging. The envelopes will be returned to the teachers at the end of the day.

Judging

6. Escort each contestant in numerical order to judges.
7. Have the next contestant ready to enter after the chief judge signals. Judges will need time to mark judging sheets in between contestants.
8. Judges should spend no more than four minutes per entry.

Finishing

8. Take the "Contestant Entry Form" to the judges—to be stapled together with the envelopes and judging sheets and turned in at the grading room.
9. Remind judges to complete winners' sheet and turn it in. When judging is completed, take the entry forms, sign-in sheet, and scantrons to the judges. Help them assemble the materials and score the scantrons.

Costume Contest
Chief Judge's Questions

The chief judge greets the contestant (says something pleasant to make him/her feel at ease), explains the procedure and time constraints briefly, then asks the following questions (to insure fairness, the questions must be essentially the same for all contestants, but may be reworded as necessary).

1. **Why have you chosen to represent your character in this way?**

(This determines how much research the contestant has done for authenticity, plus creative thinking)

2. **What is the significance of your props? Headgear?**

(This helps explain sometimes unidentifiable objects and further shows how much the contestant knows about the character, research done, etc.)

3. **What do you have on your feet? (If barefoot, why?)**

(This is often necessary when long costumes hide the footgear and also helps separate out the kid who went to the trouble to make special shoes or actually chose to go barefoot for authenticity's sake from those who skipped shoes because they were too much trouble.)

4. **How much of the construction did you do all by yourself? Did you do hand-sewing or by machine?**

(This question will highlight special handiwork details like embroidery or dedication—like hand sewing leather shoes—and is not meant to assess punitive damages for machine sewing; however, top points in item D-1 should be reserved for costumes with extensive handwork.)

5. **Is there anything else special you would like us to know about your costume?**

(Anything not explained before can be covered here, but contestants should be reminded to be brief to fit into the time limit—no time for song and dance routines!)

The chief judge then asks the contestant to turn around slowly so that all judges can see all sides. Judges may ask to look at hems or decorative stitchery, examine props, etc., but time limits must be observed.

Then the chief judge thanks the contestant, who leaves; judges take a minute or two to finish marking judging sheets (arithmetic can be done now or at the end of the session). When all are ready, signal for the next contestant.