

FOUNDATION FOR WESTWOOD EDUCATION

SPELLING BEE LOGISTICS

Please read the following details:

**FRIDAY, JANUARY 6, 2017
WESTWOOD HIGH SCHOOL – AUDITORIUM- LOBBY**

3rd grade arrival time for Check In 3:30

4th grade arrival time for Check In 5:00

5th grade arrival time for Check In 6:45

PLEASE ARRIVE ON TIME

ARRIVAL:

- Please Check In using your Team Number (team #'s will be sent via separate email a few weeks before the Bee.)
- Only one team member needs to Check In at the desk. That person will pick up the packet for the entire team. If you do not see your team number posted on the Lobby wall, then someone from your team has already checked in.
- 3rd Grade only: after checking in, go directly into the Auditorium and follow the below directions. If you are grade 4 or 5, wait in lobby until your grade is called then follow the below instructions.
- If you are Teams 1-6, please find a seat in the "On Deck" seating area, the first two rows. Parents please sit in the general seating area. Children will sit with you at the completion of their round.
- If a team member is not able to make the Bee, please let registration know at check-in.

TEAM SEATING:

- There are no assigned seats for teams, however, please sit together as a team.
- The first two rows will be RESERVED for 'On Deck' teams (**no parents please**).
- The teams competing in the next round will occupy the On Deck seats. We will call up two sets of teams at the beginning of each round. The first set of teams should head to the stage. The second set of teams should head to the On-Deck seating. **PLEASE LISTEN FOR YOUR TEAM'S NUMBER.** Teams should head back to the general audience seats at the conclusion of their round.

ROUNDS:

Each grade has their own round. Exact number of rounds may vary by grade.

Round 1: Teams 1-6

Round 2: Teams 7-12

Round 3: Teams 13-18

Round 4: Teams 19-24

Final Round: Winner from Rounds 1, 2, 3 and 4.

BEE RULES and PROCEDURES:

- The moderator will pronounce the word, use it in a sentence, and pronounce the word again. The word will be repeated ONE additional time if requested. **A team must raise their hand to request a word to be repeated.** The moderator will only repeat the word once.
- Teams will be instructed by the Judge to put their hands and pencils down and their white boards UP after twenty (20) seconds has ended. White boards cannot be modified/alterd after that time either by adding or removing a letter(s). Teams that alter their white board after twenty (20) seconds will be eliminated from that round. Please explain this to your child. Children sometimes forget this rule. In fairness to all, we need to be firm on this rule.
- Upon misspelling a word, the team will be eliminated. **If all remaining teams misspell the word, then ALL teams will be eliminated and that will conclude the round.** The only exception is in the *final round* for the grade. If all teams misspell a word in the *final round*, additional words will be given until a final team is declared champion for that grade.
- At the Moderator's discretion, he or she may invoke a word that is **NOT** on the Myspellit word list.
- Members from the audience are not allowed on stage at any time. They must remain seated and quiet. Please do not go in and out of the auditorium, it is not fair to the contestants and it is highly distracting.
- **All Judges decisions are final.** Our Judges do their best to be impartial and keep the play consistent, fair and fun amongst all teams.
- Official Spelling Bee Rules and Myspellit Word List Link are posted on our website.

SNOW DATE:

If we need to cancel due to inclement weather, you will be notified via email. The snow date is **Saturday, January 7, 2017**. All times and location remain the same.

MISCELLANEOUS:

Length of time for each GRADE to complete the Spelling Bee is unknown. Historically, it lasts no more than two hours per grade. It all depends on the number of teams per grade and how well they are doing.

We wish you the best of luck in this year's Bee!
The Spelling Bee Committee