

FOUNDATION FOR
WESTWOOD
EDUCATION

SPELLING BEE LOGISTICS

WESTWOOD HIGH SCHOOL, AUDITORIUM

3rd grade check in time 3:30pm

4th grade Check in time 5:15pm

5th grade Check in time 6:45pm

CHECK IN:

- Please check in using your team number (team #'s will be sent via separate email a few days before the Spelling Bee.)
- Only one team member needs to check in at the desk. They will pick up the packet for the entire team.
- Grade 3: after checking in, please go directly into the Auditorium and follow the below directions. Grade 4 and 5: please wait in the 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 of the auditorium. 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 event, please inform registration at check in.

TEAM SEATING:

- There are no assigned seats for teams, however, please sit together as a team.
- The first two rows in the Auditorium will be RESERVED for 'On Deck' team members (no parents).
- 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 seating area at the conclusion of their round to sit with their parents.

LENGTH OF SPELLING BEE:

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.

EXAMPLE OF ROUNDS:

Each grade has their own rounds. Exact number of rounds and teams 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.

SPELLING BEE RULES and PROCEDURES:

Each team must consist of at least three (3) and no more than four (4) members from the same grade. (Students can be from different schools).

- 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 select a word that is **NOT** on the Myspellit.com 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 students on stage.
- **All judges decisions are final.** Our judges do their best to be impartial and keep the play consistent, fair and fun for all the teams.
- Official Spelling Bee Rules and Myspellit.com 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 day of the event.