

## AUDITORS INSTRUCTIONS

- **Computer Tally Sheet.xls** (Excel Format) This is a self-contained auditors program for Single Night Competitions at the State and Local levels. If you use this program, make sure your auditors have a copy of it ahead of time so that they can become familiar with it. They simply enter the data for each contestant and the built-in formulas determine who the winner and runners-up are. This program does High/Low elimination automatically.
- **Manual Tally Sheet.xls** (Excel Format) This is the traditional, long form tally sheet for Single Night Competitions at the Local levels. The auditors manually fill in and tabulate the scores. Follow the printing instructions shown in the upper left corner of the computer monitor's image of this tally sheet file.

### Prior to the competition:

1. Ensure the competition number and name of each contestant is entered on each Tally Sheet.
2. Ensure the name of each judge is entered on each Tally Sheet.

### During the competition:

1. The Judges Chair will turnover to you the complete Judges' score sheets after each competition.
2. Verify that the appropriate score sheet is used for each competition.
3. Verify that each Judges signs their score sheet.
4. Each contestant must receive a score from 1 to 10 (whole numbers only).
5. More than one contestant can receive the same score.
6. If a score is illegible, return the score sheet to the Judges' Chair for clarification from the Judge.
7. When using the Manual Tally Sheet, you must:
  - a. discard the high score and the low score for each contestant. Then add the remaining scores horizontally and multiply by the weight assigned each phase of competition;
  - b. record each contestant's Phase of Competition Point Total and calculate each contestant's "Subtotal" to that place in the competition.

## SCORING VALUES

All competitions are scored on a scale of 1 to 10 using whole numbers only with each contestant's high and low score dropped from each phase of competition.

### **MISS CONTESTANTS:**

Interview	35% (x 3.5)
On-stage Interview/SI Pitch	15% (x 1.5)
Talent	35% (x 3.5)
Red Carpet	15% (x 1.5)

### **OUTSTANDING TEEN CONTESTANTS:**

Interview	25% (x 2.5)	Evening Wear/OSQ	25% (x 2.5)
Talent	35% (x 3.5)	Fitness	15% (x 1.0)