



The English-Speaking Union
National Shakespeare Competition
STAFFING THE SCHOOL COMPETITION



Since your competition is a school-wide program, invite your entire school to be involved. Send out information to all your colleagues (including English, drama and speech/debate) informing them about it and the different positions. If needed, enlist help from sources outside your school community.

STAFF POSITIONS:

GENERAL NOTE: When selecting people for these positions, please choose individuals who will support the students and act professionally.

- **School Coordinator** (1): A current teacher at your school with an interest in English or drama is best suited for this position. This person acts as a liaison between the school and the local ESU Branch and will be responsible for sending in the appropriate paperwork to their local ESU Branch Shakespeare Coordinator. Other responsibilities include (but are not limited to): enlisting students and fellow teachers to participate, visiting classes to promote the program, registering students and/or classes for their school competition, holding an introductory session to explain the program and its guidelines to participants and organizing/running their school competition. He/she may choose to share responsibilities with a Co-Coordinator (recommended).
- **School Co-Coordinator** (1 or more): The Co-Coordinator is responsible for assisting the School Coordinator with all planning of the school competition. This may include (but is not limited to) reserving the venue, distributing Competition materials, publicizing the event, enlisting and briefing judges and/or volunteers, etc.
- **Master of Ceremonies** (1 or more): A school official or prominent member of your school's community is perfect for this role. The MC will narrate the school competition to the audience (providing introductory remarks, introducing judges and announcing the winners).
- **Judges** (at least 3): Judges should be professionals with expertise in Shakespeare studies, production or education. The School Coordinator or Co-Coordinator may invite teachers, actors, directors and school officials to judge your competition. The ideal judging board would include an English educator and a drama educator. Note: You are allowed to use your school's faculty.
- **Judges' Liaison** (1): This role may be filled by the School Coordinator or Co-Coordinator. The liaison explains the competition process and standards for evaluation to the judges; they should be familiar with the *Judge Handbook*. During your school competition, he or she sits with the judges and observes them to make sure they have enough time to complete their scoring before the next contestant begins.



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VOLUNTEER POSITIONS APPROPRIATE FOR STUDENTS:

Students don't just need to be onstage to make an impact. There are also roles for students who prefer to stay behind the scenes.

- **Prompter** (1 or more): Someone familiar with Shakespeare's works is best suited for this role. The Prompter is responsible for the prompting book and for prompting the contestants during the school competition (if needed). The Prompter follows along with the text as the contestant recites his or her selections. Instructions for prompters are available online at www.esuus.org.
- **Photographer** (1 or more): Ideally, a student photographer from the school newspaper or a photographer from a local community newspaper will cover the event.
Note: You must have permission from the participant(s) and their parents (if under 18 years of age) to use, post or distribute their still or moving image(s).
- **Videographer** (1 or more): Ideally, a student from an A/V class or a local videographer will cover the event.
Note: You must have permission from the participant(s) and their parents (if under 18 years of age) to use, post or distribute their still or moving image(s).
- **Ushers** (as many as necessary): Ushers hand out programs, direct the audience, and assist the School Coordinator at the Competition.