



ORDER OF EVENTS:

Thursday, April 22, 2021

- **3:30 p.m. - Workers arrive to help the Westmark employees set up the Gold Room, banners set up, etc.**
- **5:30 p.m. - Representatives from teams may arrive to decorate their team and supporter tables. 3-4 supporters allowed this year for distancing**
- **6:00 p.m. - Table decoration judge will judge tables at this time. Team members are free to take a break until 6:45 p.m.**
- **6:00 p.m. – Food served to teams and dignitaries at the tables. No buffet this year.**
- **6:45 p.m. - Judges, timekeeper, scorekeepers and team spellers will meet, z Mike Kolasa will go over Biz Bee rules, ask if there are any team substitutions and answer any questions.**
- **6:50 p.m.—Master of Ceremonies/Pronouncer gives signal to indicate that all spellers and dignitaries are to be in their seats and ready to begin.**
- **7:00 p.m.— Master of Ceremonies/Pronouncer ready to begin. Mike and MC give a brief introduction. MC announces which team won the table decoration contest and awards a word pass. Finally introduces Pronouncer. Master of Ceremonies introduces the Judges and other dignitaries.**
- **Master of Ceremonies explains the audience spelling test.** (Tests will be located on the audience tables)
- **BEGIN THE BEE—** During the first round, team members are introduced at their turn to spell. Master of Ceremonies will mention if the team is a winner from a previous Biz Bee. Pause every four words to give a word for the audience test. All 10 audience words must be completed before intermission. (Adjust as necessary).

- **7-8:30 p.m. Door prizes given out, 10-word Audience Spelling words announced throughout this time.**
- **8:30 p.m.-8:45 p.m. (approximately)—Intermission.**
- **Announcement made that the audience spelling tests will be picked up.**
- **Spellers may leave their seats at this time for a 15-minute break.**
- **8:45 p.m. (approximately)—End of intermission. Mike Kolasa and MC award prize to audience spelling test, announces winner of the LCA raffle.**
- **ON WITH THE BIZ BEE**—Continue until there are two (2) teams remaining.
- **STOP!** Explanation of new rules on how the winning team is chosen.
- **Finish Bee.**
- The Master of Ceremonies, awards final prizes to first, second and third place teams. Good night, etc. Photos of winning teams.
- Scorekeepers turn in completed score sheets to LCA business manager

CLEAN UP

- All volunteers are asked to assist with clean up: remove all signs, literature, decorations, etc. The Biz Bee posters need to be returned to the Literacy Council.
- **THANK YOU FOR ALL YOUR HELP!!!**