

## **SPEECH DOCUMENTATION BINDER CHECKLIST**

- All documentation should be in a 3-ring binder with the following information on the outside cover:
  - School name/City/Classification
  - Coach's name/Coach's phone number
  - Secondary phone number (Academic Lead, FA Director, etc.)
- Binder should have a Table of Contents listing: Event, Competitor, Selection and labeled dividers for each event, divided in the following order:
  - Original Oratory
  - Solo Acting
  - Duet Acting
  - Prose Interpretation
  - Poetry Interpretation
- Original Oratory documentation should include the [Statement Of Originality](#) attached to the oratory. Please highlight all direct quotes in yellow, count up the total number of words in the direct quotes (not to exceed 150 words) and include total at the bottom of the first page.
- Solo Acting, Duet Acting, Prose, and Poetry documentation should include:
  - [Speech Documentation Form](#)
  - ISBN number (mandatory)
  - Title page, copyright, or table of contents (2 of the 3)
  - Copy of the ORIGINAL CUTTING to be presented (with omitted parts crossed out). It should be a cut copy of the **original source**, NOT a typed copy of the final cutting.
  - Any special permissions/concessions from the author or publisher
  - Any evidence to prove that the piece is in the correct category, if needed
- The **original source** should also be available upon request of the Meet Director, should questions arise about any selection during the meet.