**This is a template for Chief Judges to use to communicate with the judges prior to contest.**

Hello everyone,

Thank you for volunteering to help out with the Area XX contest and serving as a judge. As you know, we are continuing our contest season in an online format using Zoom. You will find the following forms attached to this email:

* Fillable Humorous Ballot
* Fillable International Ballot
* Zoom and Ballot helpful tips sheet
* Fillable Judges Eligibility form (you can use an electronic signature on this form)

I have scheduled a Chief Judge briefing on DATE at TIME and will connect with all of you via Zoom {include Zoom URL here}. ***Please note that the briefing is being held PRIOR to the actual date of the contest*** to ensure there is plenty of time for me to meet with the judges, ballot counters, and timers to ensure we are prepared for the contest. Please see below for the actual contest date and Zoom URL.

**CONTEST INFORMATION**:

DATE: XXXXXXXXXXXXXXXXXXXXXXXX

TIME: XXXXXXXXXXXXXXXXXXXXXXX

JUDGE ARRIVAL TIME: Please join the Zoom meeting at 9:30 a.m. so that I can confirm you are in attendance and we can check your audio and video

LOCATION: Contest ZOOM URL

Details on the Judges forms:

* I have attached the judges eligibility form. Please fill out the eligibility form, sign it, and email it to me. You may either take a photo of the signed form or scan it and email it to me at {CHIEF JUDGE EMAIL ADDRESS}.
* You will use the attached ballots to type in the name of the candidates across the top of the form and type in your scores in the various categories on the ballot. The ballot will automatically calculate the scores, and drop the names of the contestants in the proper order of 1st, 2nd, & 3rd place. Make sure you PRINT your name in BOTH the signature line and the PRINT name section. See the helpful tips document for more details on how to send your completed ballot to both the chief judge and ballot counters at the end of each contest.
* Review the judges helpful tips document prior to the Chief Judge briefing if possible.

If you have any questions, please email me at XXXXXXXXXXX or call or text me at XXXXXXXXXXXXXXXXXX.

Thank you,

Name

Chief Judge

XX Area contest