

A TO Z SPELLING BEE EVENT GUIDE

SPELLING BEE SIGN-UP FORM

Date and time of spelling bee: _____

Participants must be between the ages of _____ on the day of the spelling bee.

Sign-ups close on _____ **OR** when we reach a capacity of _____ spellers.

NAME:

AGE:

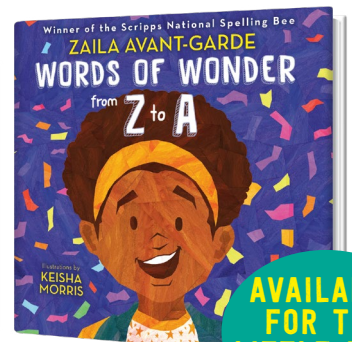
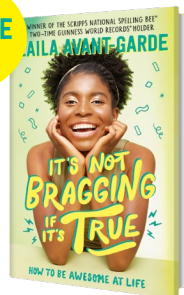
EMAIL ADDRESS:

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SPELLING BEE GUIDELINES

1–2 MONTHS BEFORE YOUR SPELLING BEE

- It's time to announce your spelling bee! Hang the provided store poster somewhere in your business where consumers will see it.
 - * You can also promote your spelling bee in your newsletters and on your website and social channels.
 - * While we have provided twenty-four participation medals in this kit, perhaps incentivize consumers by offering a gift card to your store for the first-place winner.
- We have provided a signup list on page 3 of this booklet that you can keep by the register. You can also have participants sign up online through a form you create yourself (such as with Google Forms).
 - * We recommend you cap the participants at 24, and that you have rules set based on the participants' ages (we recommend ages 8–12). The sheet provided has room for twelve participants, so feel free to photocopy the page!
 - * Make clear when sign-ups CLOSE for the spelling bee (we recommend closing the bee once you hit capacity OR two weeks prior to the bee—whichever comes first).

1 WEEK BEFORE YOUR SPELLING BEE

- Send an email out to registered participants, reminding them of the spelling bee's date, time, and location. *OPTIONAL: Ask participants to CONFIRM their participation prior to the bee.*
- Write participants' names on the name tags we have provided OR do this morning of the bee.
- Begin building your word list for the spelling bee. We recommend pulling from a Merriam-Webster dictionary or searching online for recommended words based on the ages of the participants.
 - * At the spelling bee, the pronouncer will say the word slowly and clearly, use it in a sentence, and repeat it again. We recommend having the sentences for each word along with a definition handy.
- Confirm with your employees who will be assisting with the bee. Suggested help includes:
 - * 1 pronouncer
 - * 2–3 judges
 - * 1 observer to make sure no one in crowd is giving clues to spellers
 - * Staff to assist with setup and cleanup (working the sign-in table, chairs for participants and viewers, printouts of words for judges and pronouncer, sound system and microphones if necessary, table and chairs for judges, etc.)

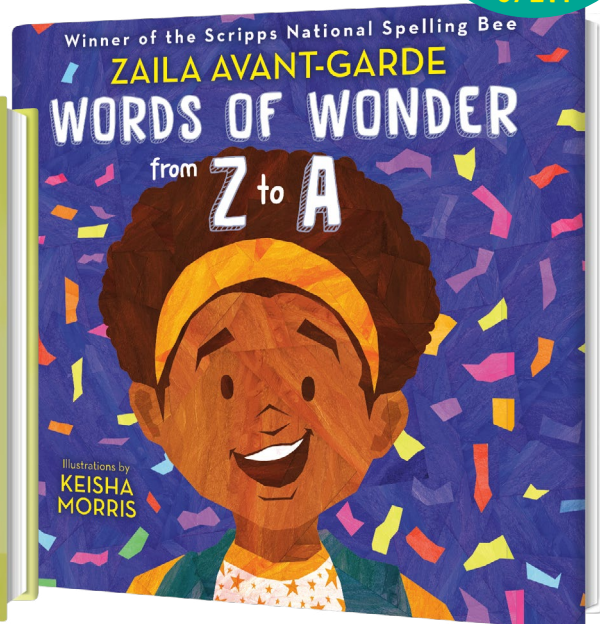
AND RULES

WHAT YOU NEED TO KNOW THE DAY OF YOUR SPELLING BEE

- Have a sign-in area where participants can check in and receive their name tag. Each participant should also be provided a piece of paper with a number when they arrive. This will determine their order once the spelling bee begins. We suggest also having matching numbers on the chairs in which the spellers will sit.
- Once the bee begins, the pronouncer can introduce the participants, judges, staff, etc. We recommend also reading aloud these rules:

- * The pronouncer will slowly and clearly announce the word to be spelled. They will use the word in a sentence and say the word again.
- * The speller will listen carefully and can ask for the word and sentence to be repeated or for a definition if necessary.
- * The speller will pronounce the word, spell the word, and repeat the word.
- * The judges will determine if the word was spelled correctly.
- * If so, the speller remains in the bee. If not, the speller is eliminated, the judges provide the correct spelling, and the pronouncer reads a new word to the next student.
- * When there are only two spellers left, if one speller misspells the word, the other speller must spell that word correctly PLUS one more word to be declared the winner. This will continue until a winner is crowned.

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Q-U-E-S-T-I-O-N

It's important to ask questions! Write down your answers on the lines below!

(P.S. If you don't know how to spell the word, ask an adult!)

What is your **NAME**? _____

Can you write your favorite **COLOR** IN your favorite color? _____

Do you have a favorite **NUMBER**? What is it? _____

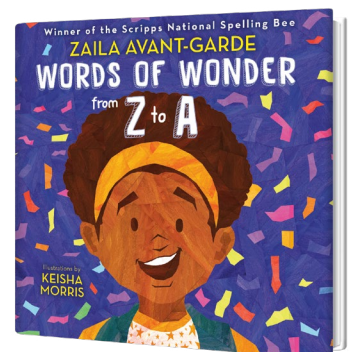
What is the best **BOOK** you ever read? _____

Which do you like more: **MORNING** or **NIGHT**? _____

What is the name of your favorite **MOVIE**? _____

Can you draw your
favorite **FOOD** here?

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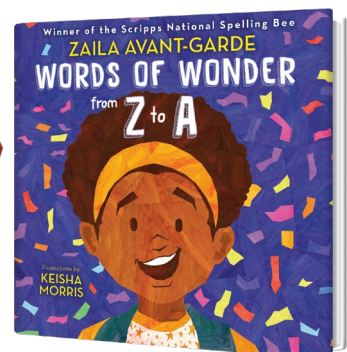
Reproducible activity for little **B-E-E-S!**

Y-O-U

YOU are that amazing kid you see when you look in the mirror. **YOU** are powerful.
YOU are special. In the space below, draw your reflection in the mirror. What do you see?
What makes you uniquely you?



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