

Timeline and Checklist

Simulated Congressional Hearing

Task	When	Who
Reserve hearing rooms; parking and security arrangements, Building Use Form	3 months prior	
Send invitation to judges, speakers, and guests with RSVP form	2 months prior	
Recruit volunteers (timers, facilitators, scorekeepers, supervisors)	6 weeks prior	
Create class teams	1 month prior	
Send letter to member of Congress inviting him/ her to speak, judge, observe and sign the certificates	1 month prior	
Develop school-wide schedule for event/ Coverage with administrator	1 month prior	
Arrange sub coverage for Social studies teachers as necessary	1 month prior	
Arrange for food at competition	3 weeks prior	
Folders for Proctors and other staff	3 weeks prior	
Train Staff Members serving as proctors and facilitators	3 Weeks prior	
Send confirmation packets to judges and alternate judges	3 weeks prior	
Create hearing program	2 weeks prior	
Submit order for awards and prizes	1 month prior	
Arrange for High School Student/ 7 th graders to help	1 month prior	
Distribute initial press release announcing hearing	1-2 weeks prior	
Call Judges to reconfirm	1-2 weeks prior	
Pick up awards/prizes	1 week prior	
Type students', judges', and other volunteers' names on certificates	1 week prior	
Xerox hearing program	1 week prior	
Prepare judges' packets	4-5 days prior	
Print name badges for judges and volunteers	4-5 days prior	
Contact timers to confirm	4-5 days prior	
Set up Hearing rooms	Day before	
Set up Room for judges/timers/guests (e.g. Media Center, Cafeteria)	Day before	
Video coverage	Day of	
Meeting with volunteers (Timers, proctors)	Day of	
Judges' orientation and training	Day of	
Greet Judges and guests	Day of	
Coordinate food	Day of	
Coordinate Volunteers (PTSA, parents etc.)	Day of	
Bring supplies (masking tape, pencils/pens, extra books, gifts for judges and volunteers) camera	Day of	
Results to state coordinator	Day of	
Distribute press release announcing results (School news letter, Post, Gazette, Times, etc.)	Day of to 2 days after	
Send thank you letters to teachers, judges, speakers, volunteers, congressional offices,	1 week after	

Simulated Congressional Hearing Competition Matrices

One Class

3 Judges evaluating all six units

6 judges evaluating 3 units each

Judges Panel 1 = Units I, III, V

Judges Panel 2 = Units II, IV, VI

9 judges evaluating 2 units each

Judges Panel 1 = Units I, IV

Judges Panel 2 = Units II, V

Judges Panel 3 = Units III, VI

18 judges evaluating 2 units each

Judges Panel 1 = Units I

Judges Panel 1 = Units II

Judges Panel 2 Units III

Judges Panel 2= Unit IV

Judges Panel 3= Unit V

Judges Panel 3= Unit VI

Two Classes

6 judges evaluating 3 units each

Judges Panel 1 = Units I, III, V

Judges Panel 2 = Units II, IV, VI

	Class A Room 100	Class B Room 200
9:30-10:00	Opening Ceremony	
10:00-10:20	Unit I	Unit II
10:20-10:40	Unit II	Unit I
10:40-11:00	Unit III	Unit IV
11:00-11:20	Unit IV	Unit III
11:20-11:40	Unit V	Unit VI
11:40-12:00	Unit VI	Unit V
12:00-12:30	Closing Ceremony	

9 judges evaluating 2 units each

Judges Panel 1 = Units I, IV

Judges Panel 2 = Units II, V

Judges Panel 3 = Units III, VI

	Class A Room 100	Class B Room 200	Judges BYE
9:30-10:00	Opening Ceremony		
10:00-10:20	Unit I	Unit II	Unit III
10:20-10:40	Unit III	Unit I	Unit II
10:40-11:00	Unit II	Unit III	Unit I
11:00-11:20	Unit IV	Unit V	Unit VI
11:20-11:40	Unit VI	Unit IV	Unit V
11:40-12:00	Unit V	Unit VI	Unit IV
12:00-12:30	Closing Ceremony		

18 judges evaluating 2 units each

- Judges Panel 1 = Units I
- Judges Panel 2 = Units II
- Judges Panel 3 = Units III
- Judges Panel 4 = Unit IV
- Judges Panel 5 = Unit V
- Judges Panel 6 = Unit VI

	Class A Room 100	Class B Room 200
9:30-10:00	Opening Ceremony	
10:00-10:20	Unit I	Unit II
10:20-10:40	Unit II	Unit I
10:40-11:00	Unit III	Unit IV
11:00-11:20	Unit IV	Unit III
11:20-11:40	Unit V	Unit VI
11:40-12:00	Unit VI	Unit V
12:00-12:30	Closing Ceremony	

Three Classes

9 judges evaluating 2 units each

- Judges Panel 1 = Units I, IV
- Judges Panel 2 = Units II, V
- Judges Panel 3 = Units III, VI

18 judges evaluating 1 unit each

- Judges Panel 1 = Unit I
- Judges Panel 2 = Unit II
- Judges Panel 3 = Unit III
- Judges Panel 4 = Unit IV
- Judges Panel 5 = Unit V
- Judges Panel 6 = Unit VI

	Class A Room 100	Class B Room 200	Class C Room 300
9:30-10:00	Opening Ceremony		
10:00-10:20	Unit I	Unit II	Unit III
10:20-10:40	Unit III	Unit I	Unit II
10:40-11:00	Unit II	Unit III	Unit I
11:00-11:20	Unit IV	Unit V	Unit VI
11:20-11:40	Unit VI	Unit IV	Unit V
11:40-12:00	Unit V	Unit VI	Unit IV
12:00-12:30	Closing Ceremony		

Four - Ten Classes

18 judges evaluating 1 unit each

Judges Panel 1 = Unit I

Judges Panel 2 = Unit II

Judges Panel 3 = Unit III

Judges Panel 4 = Unit IV

Judges Panel 5 = Unit V

Judges Panel 6 = Unit VI

Four Classes

	Class A Room 100	Class B Room 200	Judges BYE	Class C Room 300	Class D Room 400	Judges BYE
9:30-10:00	Opening Ceremony					
10:00-10:20	Unit I	Unit II	Unit III	Unit IV	Unit V	Unit VI
10:20-10:40	Unit VI	Unit I	Unit II	Unit III	Unit IV	Unit V
10:40-11:00	Unit V	Unit VI	Unit I	Unit II	Unit III	Unit IV
11:00-11:20	Unit IV	Unit V	Unit VI	Unit I	Unit II	Unit III
11:20-11:40	Unit III	Unit IV	Unit V	Unit VI	Unit I	Unit II
11:40-12:00	Unit II	Unit III	Unit IV	Unit V	Unit VI	Unit I
12:00-12:30	Closing Ceremony					

Five Classes

	Class A Room 100	Class B Room 200	Class C Room 300	Class D Room 400	Class E Room 500	Judges BYE
9:30-10:00	Opening Ceremony					
10:00-10:20	Unit I	Unit II	Unit III	Unit IV	Unit V	Unit VI
10:20-10:40	Unit VI	Unit I	Unit II	Unit III	Unit IV	Unit V
10:40-11:00	Unit V	Unit VI	Unit I	Unit II	Unit III	Unit IV
11:00-11:20	Unit IV	Unit V	Unit VI	Unit I	Unit II	Unit III
11:20-11:40	Unit III	Unit IV	Unit V	Unit VI	Unit I	Unit II
11:40-12:00	Unit II	Unit III	Unit IV	Unit V	Unit VI	Unit I
12:00-12:30	Closing Ceremony					

Six Classes

	Class A Room 100	Class B Room 200	Class C Room 300	Class D Room 400	Class E Room 500	Class F Room 600
9:30-10:00	Opening Ceremony					
10:00-10:20	Unit I	Unit II	Unit III	Unit IV	Unit V	Unit VI
10:20-10:40	Unit VI	Unit I	Unit II	Unit III	Unit IV	Unit V
10:40-11:00	Unit V	Unit VI	Unit I	Unit II	Unit III	Unit IV
11:00-11:20	Unit IV	Unit V	Unit VI	Unit I	Unit II	Unit III
11:20-11:40	Unit III	Unit IV	Unit V	Unit VI	Unit I	Unit II
11:40-12:00	Unit II	Unit III	Unit IV	Unit V	Unit VI	Unit I
12:00-12:30	Closing Ceremony					

Seven Classes

	Class A Room 100	Class B Room 200	Class C Room 300	Class D Room 400	Class E Room 500	Class F Room 600	Class G Room 700
9:30-10:00	Opening Ceremony						
10:00-10:20	Unit I	Unit II	Unit III	Unit IV	Unit V	Unit VI	BYE
10:20-10:40	BYE	Unit I	Unit II	Unit III	Unit IV	Unit V	Unit VI
10:40-11:00	Unit VI	BYE	Unit I	Unit II	Unit III	Unit IV	Unit V
11:00-11:20	Unit V	Unit VI	BYE	Unit I	Unit II	Unit III	Unit IV
11:20-11:40	Unit IV	Unit V	Unit VI	BYE	Unit I	Unit II	Unit III
11:40-12:00	Unit III	Unit IV	Unit V	Unit VI	BYE	Unit I	Unit II
12:00-12:20	Unit II	Unit III	Unit IV	Unit V	Unit VI	BYE	Unit I
12:20-12:50	Closing Ceremony						

Eight Classes

	Class A Room 100	Class B Room 200	Class C Room 300	Class D Room 400	Class E Room 500	Class F Room 600	Class G Room 700	Class H Room 800
9:30-10:00	Opening Ceremony							
10:00-10:20	Unit I	Unit II	Unit III	BYE	Unit IV	Unit V	Unit VI	BYE
10:20-10:40	BYE	Unit I	Unit II	Unit III	BYE	Unit IV	Unit V	Unit VI
10:40-11:00	Unit VI	BYE	Unit I	Unit II	Unit III	BYE	Unit IV	Unit V
11:00-11:20	Unit V	Unit VI	BYE	Unit I	Unit II	Unit III	BYE	Unit IV
11:20-11:40	Unit IV	Unit V	Unit VI	BYE	Unit I	Unit II	Unit III	BYE
11:40-12:00	BYE	Unit IV	Unit V	Unit VI	BYE	Unit I	Unit II	Unit III
12:00-12:20	Unit III	BYE	Unit IV	Unit V	Unit VI	BYE	Unit I	Unit II
12:20-12:40	Unit II	Unit III	BYE	Unit IV	Unit V	Unit VI	BYE	Unit I
12:40-1:10	Closing Ceremony							

Nine Classes

	Class A Room 100	Class B Room 200	Class C Room 300	Class D Room 400	Class E Room 500	Class F Room 600	Class G Room 700	Class H Room 800	Class I Room 900
9:30-10:00	Opening Ceremony								
10:00-10:20	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI
10:20-10:40	Unit VI	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE
10:40-11:00	BYE	Unit VI	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V
11:00-11:20	Unit V	BYE	Unit VI	Unit I	BYE	Unit II	Unit III	BYE	Unit IV
11:20-11:40	Unit IV	Unit V	BYE	Unit VI	Unit I	BYE	Unit II	Unit III	BYE
11:40-12:00	BYE	Unit IV	Unit V	BYE	Unit VI	Unit I	BYE	Unit II	Unit III
12:00-12:20	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	Unit I	BYE	Unit II
12:20-12:40	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	Unit I	BYE
12:40-1:00	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	Unit I
1:00-1:30	Closing Ceremony								

Ten Classes

	Class A Room 100	Class B Room 200	Class C Room 300	Class D Room 400	Class E Room 500	Class F Room 600	Class G Room 700	Class H Room 800	Class I Room 900	Class J Room 1000
9:30-10:00	Opening Ceremony									
10:00-10:20	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	BYE
10:20-10:40	BYE	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI
10:40-11:00	Unit VI	BYE	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE
11:00-11:20	BYE	Unit VI	BYE	Unit I	BYE	Unit II	Unit III	BYE	Unit IV	Unit V
11:20-11:40	Unit V	BYE	Unit VI	BYE	Unit I	BYE	Unit II	Unit III	BYE	Unit IV
11:40-12:00	Unit IV	Unit V	BYE	Unit VI	BYE	Unit I	BYE	Unit II	Unit III	BYE
12:00-12:20	BYE	Unit IV	Unit V	BYE	Unit VI	BYE	Unit I	BYE	Unit II	Unit III
12:20-12:40	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	BYE	Unit I	BYE	Unit II
12:40-1:00	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	BYE	Unit I	BYE
1:00-1:20	BYE	Unit II	Unit III	BYE	Unit IV	Unit V	BYE	Unit VI	BYE	Unit I
1:20-1:50	Closing Ceremony									



We the People— The Citizen and the Constitution

April 25, 2005

Agenda

- 8:00-8:30***
Closed to public **Judge Training (Library)**
Timer Refresher Training
Student Host Refresher Training
- 8:30-8:50** **Participant Assembly & Opening Remarks (Barker Hall)**
Joyce Gardella, Civics Teacher Washington Irving Middle School
Congressional District Coordinator (VA-11)
- Ms. Kelly Carmichael, We the People**
Virginia State Coordinator
Center for the Constitution
- 8:50-9:00** **Unit Teams assemble in classrooms**
(See hearing schedule for room assignments)
- 9:00-10:20** **Congressional Hearings** (refer to hearing schedule)
- 9:00-10:00** **Visitor Observation of Hearings**
- 10:00-11:00***
Closed Session **Teacher Training Session (Library)**
Ms. Beverly Froehlich, Fred M. Lynn Middle School
Congressional District Coordinator (VA-01)
Mr. Marion Broglie, Lynnhaven Middle School
Congressional District Coordinator (VA-02)
- 10:20-10:30** **Session Debriefing (Barker Hall)**
- 10:30-11:00** **Closing Remarks (Barker Hall)**
- 11:00-11:30** **Departure Time**

*** Indicates “for teachers only”**

Hearing Schedule & Room Assignments

6 judges evaluating 2 units each

Judges Panel 1 = Units I, IV

Ms. Becca Rotz, & Mrs. Laura Moore

Judges Panel 2 = Units II, VI

Ms. Kristen Charnock, & Ms. Lisa Vance

Judges Panel 3 = Units III, V

Ms. Christine Dunn & Mr. Tim King

10 minute sessions w/5 minute feedback, and 5 minute travel time—across the hallway.

10 minute hearing 5 minutes feedback 5 minute transit	WIMS Room 136	WIMS Room 134	Fred M. Lynn MS Room 137	Training Session
8:30-9:00	Opening Assembly (Barker Hall)			
9:00-9:20	Unit III	Unit II	Unit IV	Observation
9:20-9:40	Unit V	Unit IV	Unit II	
9:40-10:00	Unit VI	-----	Unit III	
10:00-10:20	-----	-----	Unit VI	Teacher Training (Library)
10:20-10:30	Student Debriefing Session (Barker Hall)			
10:30-11:00	Closing Ceremony (Barker Hall)			
11:00-11:30	Departure Time for Buses			

We also wish to thank our volunteers involved in making this showcase successful:

* Timers

*Eun Hye Ji

*Nancy Le

*Maria Scaptura

Student Hosts

Ben Koses

Jake Howard

Justine Burke

Volunteers

Mr. Les Terry—Room Monitor—Room 134

Mrs. Joanne Sullivan—Room Monitor—Room 136

Mr. John McAndrew—Hall Monitor

Mrs. Leslie McAndrew—Hall Monitor

Mr. Tracey Burke—Direction signs

Mrs. Diane Giardina—Miscellaneous jobs

Mrs. Julie Saunders—Food