

Tabulation Information and Requirements

- An adequate number of persons shall serve as tabulators and runners.
- The tabulators should not be in the same room as the entrants or judges. They should be working in an adjacent room.
- Adding machines or calculators with tapes, or computers properly programmed should be used.
- Final instructions on tabulating will be given by the Chief Judge.
- Information for the tabulator shall include:
 - Number of entrants
 - Number of judging worksheets per entrant
 - Areas that should be marked on judging worksheets
 - Scores for multiple entrants (family, couple or group): Add all individual totals together and divide by the number in each group to reach the average score.
 - Any other pertinent information.
- The Chief Judge will be responsible for collecting the judging worksheet from each judge and delivering them to the tabulators.
- The tabulators will be responsible for totaling all the entrant scores.
- Scores should be added and double checked by another person.
- Overall Appearance points will be determined by all judges. Tabulator will average the judge's scores and include any decimal. **Do not round Overall Appearance score up or down.**
- All worksheets pertaining to the entrants should be stapled together along with the tabulated tape.
- A separate Master Tabulator Sheet will be completed for Fashion Model Judging and Fashion Display Judging.
- The tabulators will record a Master Tabulator Sheet with each entrant's name, entry number and tabulated total. If a computer program is being utilized, a hard copy/printed sheet including entrant's name, entry number, and final tabulated scores will be provided to the Chief Judge.
- Tabulators are asked to refrain from repeating any comments or observations made in the judging area. All information regarding tabulation is considered **confidential information** and should not leave the judging area.
- Tabulators and runners are requested to report any problems to the Host Fashion Coordinator or Chief Judge.
- Upon completion of tabulation, the Master Tabulator Sheet with the total scores and all worksheets will be turned over to the Chief Judge.