



# A Quizmaster's Checklist

**1. Be consistent.** Determine beforehand how you will rule on questionable answers, how lenient or strict you will be, how you will recognize the quizzer, and how you will conduct the overall quiz. More than anything else, your consistency—strict or lenient, right or wrong—will determine how smoothly the competition will run.

**2. Be impartial.** Your relationship with certain coaches and quizzers, the ability of certain teams, personalities of coaches and quizzers, or negative experiences with a team or individual in the past—none of these should ever affect your rulings. The Scripture should be your only criteria when making your decisions.

**3. Keep a consistent tone, cadence, and volume.** Make it a point to read each question at the same speed, with the same tone, and at the same volume. Avoid any unnecessary tonal emphases and pauses. Attempt to pronounce each word with the best enunciation possible.

**4. Maintain confidence and authority.** You are in control of the quiz. Do not allow any obvious doubt or indecision on your part to take this control away. Remember, your decisions are final. Once they are made—whether right or wrong, no matter how much you or a quizzer is upset—there is nothing you can do.

**5. Avoid too much eye contact with the quizzer.** Like the coach and other quizzers, you are not allowed to aid the quizzer in any way. Though you may not realize you are doing so, an unconscious eye movement or other body motion can signal an incorrect or correct answer.

**6. Know the rules and their interpretations.** As a quizmaster, you will be involved in more than ruling “correct” or “incorrect” on a quizzer’s answer. You will need to be prepared to honestly and confidently approach and handle any situation that may arise.

**7. Know the material.** While the question and answer are printed before you on paper, you will perform much more efficiently and confidently if you are familiar with the material being covered. Don’t necessarily try to memorize the material; simply know the material well enough that it becomes more than just questions and answers to you.

**8. Use your resources.** You are in charge of the quiz, but you are not alone. Remember that you have a scorekeeper and content judge beside you, and be aware of the help they can give you in various situations. Also, don’t forget to use your Scripture portion or concordance or both to supplement the printed answer and your own memory.

**9. Control or contain the excitement level.** Considering the competition aspect of teen Bible quizzing, it follows that there will often be high levels of excitement and emotions. It is up to you to make certain that this excitement and emotion does not begin to negatively affect the quality of the quiz.

**10. Keep the quiz focused.** Winning a quiz, beating the other team, or taking home the first-place trophy should never be the ultimate focus of teen Bible quizzing. Do everything within your power to keep the focus always on the Lord and how His Word can be exhibited in the lives of all involved.