

LEST Manual

Therefore, go and make
disciples of all nations...
Matthew 28:19



LEST 2012

GOLDEN JUBILEE 1962 - 2012

TABLE OF CONTENTS

Table of Contents	p. 1
History/philosophy/guidelines	p. 2-3
Art and LEST Logo Design	p. 4
Authentic Writing	p. 5-6
Basketball (boys and girls)	p. 7
Champions of Character Award	p. 8
Cheerleading	p. 9-11
Chess	p. 12-13
Dance-Drill	p. 14-15
Drama	p. 16-17
Knowledge Bowl	p. 18
Mathematics	p. 19
Music (general information)	p. 20
Piano/Instrumental/Instrumental Ensembles	p. 21-22
Vocal/Vocal Ensembles	p. 23
Choral Festival	p. 24-25
Science Exposition	p. 26
Service Award	p. 27
Spelling	p. 28-31
Spirit Award	p. 32
Swimming	p. 33-34
LEST Tournament Booklet information	p. 35

HISTORY

The first LEST was held in 1962 with four Portland area schools (St. Paul-Sherwood, Trinity-Oregon City, Trinity-Portland, and Martin Luther-Portland). This first gathering involved a boys basketball tournament, and a few years later a volleyball competition was added for the girls. As word of the tournament spread, schools from outside of the Portland area (Idaho, Montana, California, Southern Oregon, Nevada, and Washington) began traveling by car, train, plane, or bus to participate in the LEST. In the early years, Luther Hall was transformed from a classroom building to a dormitory for visiting teams. Over the years additional activities and competitions (now including over 20 individual and/or team events) were added. Concordia University is proud to host over 1000 participants from as many as 21 Lutheran elementary schools from around the Pacific Northwest.

PHILOSOPHY STATEMENT

The LEST is a ministry of Concordia University-Portland in partnership with elementary schools of the Lutheran Church-Missouri Synod. The LEST is based on the value of Christian education that emphasizes the love and praise of God, thankful use of personal talents and service to others. The primary goal of the LEST is to provide an organized structure to promote fun, skill development, fair play, and fellowship among Lutheran elementary school youth through academic, athletic, and recreational activities.

The tournament offers a variety of individual and team events that facilitate participants' emotional, intellectual, physical, and spiritual growth. Participation and maximal involvement for each school is encouraged. It is the position of the LEST that participation in competition can facilitate optimal growth and development. By focusing on doing ones best, instead of overemphasizing winning, it is hoped that competition will promote a positive feeling of self-worth, as well as lifelong participation in academic and recreational activities.

GENERAL GUIDELINES

A majority of the services and facilities provided for the tournament are donated. There are, however, rental fees, special contest adjudicator's fees, and miscellaneous expenses associated with the tournament. To help defray some of these expenditures a 'Participation Fee' of \$150.00 is assessed to each school participating in the LEST

Schools may be permitted to enter two separate teams in the basketball tournament. Entry of a second team is dependent upon the number of schools entering and availability in the schedule. A second team will not be permitted to enter if it eliminates the participation of a team from another school. To be eligible to enter a second team a school must:

1. pay an additional \$50 per additional team,
2. enter teams that play separate schedules throughout the year,

3. submit team rosters with two distinct lists of players (switching or floating players back and forth between the two teams does not meet the intention of the third criteria).

If any of the above criterion are not met, schools may still be permitted to participate in exhibition games (not advancing in brackets) to fill out tournament brackets.

The determining factor in bracket placement for schools entering multiple teams is based on enrollment in the 5th - 8th grades of the entering school. A breakdown of the criteria for divisions is further described in the basketball section of the tournament manual.

Guidelines for participation in academic and athletic events, as well as criteria for contest evaluation, are also detailed in the pages that follow. Schools may make application for participation in the LEST by completing the **Registration Form**. The following dates will be implemented to expedite the registration process:

- December 1 - Application deadline
- Mid-January - Tentative Schedule & brackets e-mailed & posted on the LEST website
- **After January 20th NO CHANGES TO THE SCHEDULE WILL BE MADE**
- Early February - Final Schedule & brackets e-mailed & posted on the LEST website

SCHEDULE OF EVENTS

The tournament is held on the weekend before the third Monday of the month in February. The basketball tournament begins on Thursday morning and continues all day Friday and Saturday. Academic competitions, art displays, music competition, and other athletic events take place at multiple locations throughout the three days. **Since many activities occur simultaneously, schools are encouraged to involve as many different students as possible in events and help students make choices between events that could have conflicting schedules.**

Hours for the Concordia University Bookstore and Dining services will be posted in the tournament program.

SUPERVISION

Each school is responsible for supervision of their students during all LEST events. Parents and/or school administrators of unsupervised youth will be contacted and appropriate discipline measures will be implemented. Administrators are requested to secure appropriate health forms and emergency information for each participant. Emergency numbers for the tournament director and site supervisors will be posted in the Tournament Booklet.

ART DISPLAY

DESCRIPTION/REGULATIONS

The art display is an exciting enrichment of the LEST. It provides recognition and encouraging comments for each student's contribution. There are no permanent criteria for this activity but all artwork must be original designs (nothing copied from magazines, cards, pre-packaged craft projects, etc.). Each contribution must also carry with it an identification label with the artist's name, grade level, and school.

SCHEDULE

To give judges plenty of time to evaluate each piece of artwork, schools should mail/deliver as much artwork to Concordia University by January 15.

The remainder of the artwork should be delivered to the Hagen Center by 11:00 AM on Thursday (the first day of the LEST). The art will be on display in the West Dining Hall throughout the tournament. Art needs to be picked up before closing ceremonies or it will not be returned. Comments and evaluations will appear on each work. General acknowledgement of the art display is made at the awards ceremony on Saturday. Announcement of the following year's "LEST LOGO DESIGN" is also made at the awards ceremony (see below for further explanation).

HOW TO PARTICIPATE

There is no prior registration for the art display. Each school should mail as much flat artwork as possible to Concordia University by January 15 and bring the remainder of its contributions to the Hagen Center by Thursday morning of LEST. Please observe a limit of **15** total artworks per school, one piece of art per student, and no more than five additional LEST logo entries per school.

Remember to take your artwork home with you when you leave! Concordia University will not be able to store artwork left behind.

LEST LOGO DESIGN

The LEST logo design was begun in 1989. Schools are limited to five entries for this event. One design will be chosen for the following year's LEST and a brief presentation will be made at the awards ceremony. Recommendations are that the design is simple and that some religious wording and/or artistry be used in the entry. The design is to be done in pencil or black ink on white 8 ½ x 11 inch paper. Logo designs should be submitted with the art entries. The LEST reserves the right to make any changes or modifications to the design chosen for the logo.

AUTHENTIC WRITING

DESCRIPTION/REGULATIONS

The LEST Authentic Writing Event is an opportunity for students to submit an original piece of writing in several categories to be judged according to the published criteria. Each school may submit **one** authentic piece of writing **for each grade level**, grades 5-8. A “Most Promising Writer” award will be given for each grade level, in each writing category, unless there are no writings entered in a particular category or there are no writings that meet the scoring criteria.

Each LEST writer may choose to do **one** of the following types of writing:

1. Write a **one page, word processed (double spaced)** persuasive essay. (Persuasive writing utilizes logic and reason to show that one idea is more legitimate than another idea. It attempts to persuade a reader to adopt a certain point of view or to take a particular action. The writing should use sound reasoning and solid evidence by stating facts, giving logical reasons, using examples, and quoting experts.)
2. Write a piece of expository writing with a maximum length of **two word processed pages (double spaced)**. (Expository writing is used to explain, describe, give information or inform.)
3. Write a personal narrative, based on a real-life experience, with a maximum length of **two word processed pages (double spaced)**. (A personal narrative is a piece of writing describing an event of personal significance to the writer.)
4. Write a fictional story, with a maximum length of **two word processed pages (double spaced)**. (Fictional writing is a piece of writing that is not factual. Fictional writing often takes the form of a story meant to convey an author's point of view or simply to entertain.)
5. Write **one poem, either written free hand or word processed**, chosen from the following formats: Haiku or Tanka, Free Verse, Acrostic, or a poem that demonstrates a rhyme scheme.

Scoring criteria: Pieces will be assessed for the following criteria:

1. Authentic writing (the student created the piece)
2. Essays, narratives, stories, and expository writing have a beginning, middle, and end, with logical transitions
3. Writing uses proper grammar and syntax
4. Writing uses appropriate punctuation
5. Writing uses vibrant word choices instead of overused word choices

AUTHENTIC WRITING (continued)

6. Writing uses correct spelling
7. Poetry follows the chosen format properly

SCHEDULE

All writing pieces ***need to be sent to the LEST Director's attention by January 15*** to be considered as viable entries for the LEST Authentic Writing Event.

Schools can either mail a hardcopy of each piece or e-mail each piece as an attachment to the LEST Director. The writings will be scored prior to the beginning of the LEST. Be sure that each entry has the following information on the top right hand corner of each submitted page:

- Name
- School and the school's city
- Grade level
- Type of writing

BASKETBALL (BOYS AND GIRLS)

OVERVIEW: The basketball tournament is one of the original events of LEST. There is a boys tournament and a girls tournament each year, with the number of divisions (2 or 3) determined by how many teams submit entries. Schools are asked to commit themselves to repeated participation in the tournament rather than one-time or occasional play.

TOURNAMENT BRACKETING: Team placement into divisions is typically determined by the school's student enrollment in grades 5-8. Schools may request to have more than one team in the tournament if they have a second team at their school that plays an independent schedule during their season. Schools with a second team cannot have players that play on both of their teams. A second team may advance in the bracket unless it is classified as an exhibition team, which is a non-advancing team. It is not the goal of the LEST to do intensive seeding and research on teams prior to the tournament. Previous year seeding and championship game opponents are taken into account for seeding purposes. Prior LEST basketball results are also taken into consideration when seeding.

REFEREES: The referees are volunteers from the Portland Basketball Officials Association and other selected volunteer officials. These individuals come under the supervision of the LEST Director. Full cooperation from all schools and fans during the basketball competition is expected. Schools should specifically address the issue of Christian sportsmanship with their teams and supporters prior to attending the LEST.

SCHEDULE: The tournament brackets are completed in January, with the final official brackets being published in the tournament program. Larger, poster-type brackets are posted and filled out during the tournament. Typically the tournament is double elimination, with each team being guaranteed two games.

RULES: All games will be regulated by the rules of the Oregon Schools Activities Association (OSAA) with the following exceptions:

1. Quarters will be 6 minutes long.
2. No full court press will be permitted after a 20 point lead is attained. After the first infraction the team will be warned. Every following infraction will result in a technical foul.

Schools are required to bring a score book and have their starting line-ups posted in the book 15 minutes prior to the game's beginning. The designated home team will provide the official scorebook keeper and the visiting team will provide someone to run the clock. The home team is responsible for the opening prayer.

HOW TO PARTICIPATE: Each school must register their team(s) by indicating a commitment to participate on the LEST Registration Form no later than December 1. A copy of each team roster is to be submitted by December 15. A draft of the tournament bracket and schedule will be released in late December or early January. Review, input, and feedback by the school's Athletic Director and/or Basketball Coaches within 4 days of posting this draft will help improve the final tournament schedule and enhance the experience of all participants.

CHAMPIONS OF CHARACTER AWARD

DESCRIPTION

As part of LEST, each participating school is invited to nominate one student from their school that best models and strives to live as a Champion of Character. The Champions of Character representative from each school must be a sixth, seventh, or eighth grade student participating in at least one LEST event. As part of the LEST opening or closing ceremonies the LEST Champion of Character recipient will be given an award and recognized by Concordia University for their positive leadership.

CHAMPIONS OF CHARACTER QUALITIES:

Integrity

Respect

Responsibility

Sportsmanship

Servant Leadership

NOMINATION PROCESS

Each school participating in the Champions of Character Award should:

- Select one male or one female LEST participant from grades six through eight. The selection process is determined by each school's LEST coordinator and/or faculty.
- List the LEST events/competitions in which the student is participating on the Champions of Characters Nomination Form.
- Write a description (approximately 50 words) that tells how the selected student models the Champions of Character values in their life.
- Submit the Champions of Characters Nomination Form to the LEST director by January 15.

CHEERLEADING COMPETITION

CHEERLEADING DESCRIPTION/REGULATIONS

The Cheerleading Competition is conducted with two divisions, "A" and "AAA." The "A" division is for schools with an enrollment of less than 75 students in the 5th-8th grade and the "AAA" division is for schools with an enrollment of more than 75 students in the 5th-8th grade. Squads are comprised of 5th-8th grade students (male or female). Team trophies will be awarded for no more than half of the number of teams registered in each division (i.e. 4 teams = 2 trophies). The LEST may also provide honorable mention awards for individual or group demonstrations.

SQUADS MUST BE DULY CONSTITUTED BY THEIR RESPECTIVE SCHOOLS with an advisor in attendance. They must also have been in existence through the basketball season, cheering at home and/or away games. No school may have more than one Cheerleading squad competing at LEST.

HOW TO PARTICIPATE

1. Cheerleading squads must send in the **fully completed Cheerleading Registration form no later than December 1.** Please be sure to use the proper form available online at the LEST website.
2. Each cheer team is **required** to submit an in-order outline of their routine with a list of all stunts, stacks, dismounts, and tumbling that they plan to use for their LEST routine. Please include photocopies of the pages in the NFHS Spirit Rules Book where these stacks/stunts/dismounts/tumbling are shown to be legal. **This outline must be received no later than January 15.** Squads may eliminate stunts that they cannot perfect by the LEST but will not be allowed to add any new ones. Please send a list of any deleted items by January 31. The Judges will use these outlines as part of their scoring tools.

Each participating school should refer to the NFHS website for the National Federation of High Schools Spirit Rules Book (See the LEST website Directory for the address and direct link).

SCHEDULE

The individual Cheerleading squads will cheer at their school's games, as desired. The LEST Cheerleading Competition date and time will be given in the LEST schedule, which will be distributed in January. It will run in conjunction with the Dance-Drill Competition. Schools that have a Dance-Drill Team and a Cheerleading squad will be properly spaced so that no school will have their Cheerleading squad perform right before or right after their Dance-Drill Team.

CHEERLEADING (continued)

Even though the two competitions are run simultaneously, they are judged separately and on different criteria. Please pay close attention to the judging forms (on the LEST website) for the respective competitions. Scoring is based on the fundamental skills listed on the judging forms. The judges scoring criteria is also available on the LEST website.

A performance schedule for the Cheerleading and Dance-Drill competitions will be posted on line in early February.

Major requirements for Cheerleading team routines:

1. Squads must consist of 4 or more members, with a maximum of 20 cheerleaders on the floor at one time.
2. Total routine time limit is 3 minutes, with no more than half of the routine done to music. Time begins with the first note of music or the first organized motion. Time ends when all team members have cleared the floor completely. Teams that exceed the total time limit will receive a 10 point deduction. Teams that exceed the one and one-half minute music limit will receive a 10 point deduction.
3. Music is required to be on CD. All music must be properly registered on the Dance/Drill Registration form listing Song, Artist, Album, and Recording label for each piece of music. This is due to copyright laws. **No music with inappropriate language or theme will be allowed, even if it has been edited out!**
4. Competition routines shall contain at least one chant/sideline cheer and one floor/crowd cheer. (Leading the crowd will increase your score as per the score guidelines.)
5. **All stunts must be performed on mats.** Mats will be available by request (see Cheerleading Registration Form). You are responsible for placing and removing the mats for your performance.
6. Additional information can be found in the Cheerleading Competition Rules located on the LEST website.

Judges/ Timers

There will be three standard Judges and one Technical Judge for the Cheerleading Competition. Judges will be seated in the upper section of the East side of the gym. Keep this in mind when preparing your routines. There will be two timers for the competition. One timer will be seated with the Judges and one will be on or near the floor. In the event that one timer finds a timing violation and the other does not, a time violation will be taken.

CHEERLEADING (continued)

Score Sheets and Awards

Teams will receive their score sheets in the school packets after the LEST closing Awards Ceremony. In addition to their own score sheets, they will receive a copy of all score sheets from each team in their division. Team trophies and awards will be given out on Saturday at the awards ceremony

DVD of Cheerleading Competition

The LEST will be videotaping the Cheerleading Competition. DVD's may be purchased during the LEST and are mailed within 6-8 weeks of the completion of the LEST.

CHESS TOURNAMENT

DESCRIPTION/REGULATIONS

The LEST Chess Tournament is a one-day competition conducted using the United States Chess Federation (USCF) National Scholastic Chess Tournament Regulations **as a guide**. There are four divisions to the tournament (5th, 6th, 7th, and 8th Grades), with a limit of one student from each school for each division. The registration form will allow you to also supply the name of an alternate for each grade in case the first person is unable to participate at the LEST Chess Tournament. **The alternate can only play if the first designated person is absent for round one. This person must then play for the remainder of the tournament. No player can play in a later round who did not begin in round one.**

The following General Regulations apply:

1. All games will be played with standard tournament chess sets which will be supplied by Concordia University.
2. Notation and clocks will not be used.
3. A referee will be present who will adjudicate or clock games when necessary or at the referee's discretion. The referee's decisions will be final.
4. Each school must have an advisor present at the start of round one to insure that players understand and follow all instructions.
5. No one from the schools except the players will be allowed in the room when the games are being played. As each game finishes, the players will be asked to leave the room. There will be a spectators' room with a live video feed of the tournament for advisors, parents, and others.
6. Standard Chess Etiquette (behavior) is expected from all players. This includes the following:
 - a. Don't talk except to say "check," "adjust," "resign" and other necessary chess statements.
 - b. If you have questions about moves or feel a mistake has been made, call the referee **IMMEDIATELY**. It is impossible to make corrections once other moves are made.
 - c. If you touch a piece, except by accident, you must move it.
 - d. Be sure your board is set up correctly: with a black square on your **LEFT** corner, the white queen on her white square, the black queen on her black square.

Winners should notify the chess tournament director to have their victory registered on the tournament bracket.

CHESS (continued)

SCHEDULE

The LEST chess tournament will be conducted in its entirety on the Saturday of LEST. All participants must be present by 8:15 am for check-in so that play can begin promptly at 9:00 am. All participants will play five games, three before the lunch break and two after. The tournament should finish sometime between 3 and 4 pm. This tournament will follow the Swiss System, using computer software to do the pairing, keep the scores, and do any necessary tie-breaking.

In order for the tournament to have the fairest possible result, it is critical that all players who participate complete five games. Advisors must make sure that each of their players is committed to playing all five rounds of the tournament.

The schedule will be as follows:

- 8:15 am - All participants check in on team rosters.
- 8:30 am - All participants are present for instruction and pairings.
- 9:00 am - Bracket play begins for rounds one, two, and three; everyone except players leave the room.
- Noon - ***Lunch Break***
- 1:00 pm - Resume bracket play with rounds four and five.

HOW TO PARTICIPATE

Prior registration is required for this event. Please use the registration form to enter the participants by December 1. Alternates are permitted but they must also be pre-registered.

On the Friday afternoon of LEST, the lists of participants from the participating schools will be posted on the wall outside the room where the chess tournament will be played. It will be very helpful if this information could be updated with any changes before 8:15 on Saturday morning (Chess coaches may write in changes on the posted lists). Also, if changes are known before the LEST begins, those changes can be e-mailed to the LEST Director so that they can be updated before being posted.

DANCE-DRILL COMPETITION

DANCE-DRILL DESCRIPTION/REGULATIONS

The Dance-Drill Competition is conducted with two divisions, "A" and "AAA", determined by the school's enrollment in the 5th-8th grade. Squads are comprised of 5th-8th grade students (male or female). THE DANCE-DRILL COMPETITION IS ONLY FOR DANCE- DRILL ROUTINES. NO SCHOOL MAY HAVE MORE THAN ONE GROUP COMPETING IN THIS COMPETITION.

There will be only one classification for Dance-Drill (not separate awards for Dance Teams and Drill Teams).

TEAMS MUST BE DULY CONSTITUTED BY THEIR RESPECTIVE SCHOOLS with an advisor in attendance. They must also have performed at school functions. Trophies awarded will be based on the number of entries (i.e. 4 teams = only two trophies). The LEST may also make honorable mention awards from individual or group demonstrations.

The LEST will be videotaping the Dance-Drill Competition. DVD's may be purchased during the LEST and are mailed within 6-8 weeks of the completion of the LEST.

HOW TO PARTICIPATE

Dance-Drill teams must pre-register **using the Dance/Drill Registration form. This form is available on the LEST website and must be fully completed and received no later than December 1.** Teams should submit a printed copy of any introduction that they would like read with the registration form.

SCHEDULE

The individual Dance/Drill teams will perform at the half time of their school's games, as desired, and as time allows.

The LEST Dance/Drill Competition date and time will be given in the LEST schedule, which will be distributed in January. It will run in conjunction with the Cheerleading Competition. Schools that have a Dance-Drill Team and a Cheerleading squad will be properly spaced so that no school will have their Cheerleading squad perform right before or right after their Dance-Drill Team.

Even though the two competitions are run simultaneously they are judged separately and on different criteria. Pay close attention to the judging form (on the LEST website) for the respective competitions. Scoring is based on the fundamental skills listed on the judging form. The judges scoring criteria is also available on the LEST website.

A performance schedule will be posted on the LEST website in early February.

DANCE/DRILL (continued)

Major characteristics of the Dance-Drill routines:

1. The team may consist of 4 or more members. **TEAMS MUST BE DULY CONSTITUTED BY THEIR RESPECTIVE SCHOOLS, WITH AN ADVISOR IN ATTENDANCE, AND HAVE PERFORMED AT SCHOOL FUNCTIONS.**
2. Total routine time limit is 5 minutes. Time begins with the first note of music or as soon as the first dancer crosses the court line or the first motion (whichever comes first). Time ends with the last note of music or when all team members have cleared the floor completely (whichever comes last). Teams that exceed the total time limit will receive a 10 point deduction.
3. Music is required to be on a CD. All music must be properly registered on the Dance/Drill Registration form listing Song, Artist, Album, and Recording label for each piece of music. This is due to copyright laws. **No music with inappropriate language or theme will be allowed, even if it has been edited out!**
4. Props may be used to compliment the theme of the performance. Please wait until instructed by the "On Deck" monitor to place props and then do so in a timely manner so that we may stay on schedule.
5. Three Judges will score teams in the following categories: Content, Execution, and Overall Effect. One judge will be assigned to each individual judging category. Judges will also collaborate on some areas of evaluation. Judging may begin as soon as the team is asked to 'take your position.' Judging must end when the last member crosses the boundary line at the end of the routine. Please see Dance/Drill score sheets and Dance/Drill Competition rules available on the LEST website for more details.

Judges/Timers

There will be three Judges for the Dance/Drill Competition. They will be seated in the upper center section of the East side of the Gym. Keep this in mind when choreographing your routine.

There will be two timers for this competition. One will be seated with the Judges and one on or near the floor. In the event that one timer finds a timing violation and the other does not, a time violation will be taken.

Score Sheets and Awards

Teams will receive their score sheets in the school packets after the LEST closing Awards Ceremony. In addition to their own score sheets, they will receive a copy of all score sheets from each team in **their division**. Team trophies and awards will be given out on Saturday at the awards ceremony.

DRAMA COMPETITION

LEST offers an opportunity for schools to prepare and present scenes or one-act plays in juried competition. The schools that achieve a certain point level on the judging forms will receive an “Outstanding Performance” award, presented at the LEST Closing Ceremony. In addition, the director of each drama presented will receive detailed comments from the jury to share with his or her students. These comments will be contained in the packet given to schools at the end of the LEST Closing Ceremony.

LOGISTICS

The Drama Competition will be held in the Fine Arts building, following the schedule that will be sent to schools in January.

HOW TO PARTICIPATE

Submit the following by December 1 with the other registration materials for the LEST:

1. The ground plan for the scene or one-act (The Drama Registration Form can be found on the LEST web site with the other registration forms). The area for the performance should measure no larger than 20 ft. wide by 15 ft. deep. The area will be lit with a general wash, which may be brought up or blacked out. There will be no special or spot lighting available.
2. A black and white, *8 ½ by 11*, single-sided sheet which lists the title of the play, the cast list, the school’s name, etc. You are encouraged to use student artwork on this sheet. Concordia will create programs from these sheets for the drama performance.

REQUIREMENTS

1. Schools must clear royalty issues with the play's agent. Concordia University is not responsible for any royalty infractions or royalty payments. We strongly encourage you to contact the publishing house (Samuel French, Anchorage Press, etc.) to determine whether royalties are applicable. Be sure to inform them that this is a juried competition with educational outcomes and that no admission will be charged.
2. Bring any props or costumes needed for the production, remembering that each school will be limited to 5 minutes of set up and 5 minutes of take down time before and after the performance.
3. You are encouraged to use understudies for any actor or actress who may find themselves in the position of needing to decide between performing on the stage or participating in another LE.S.T. event.

DRAMA COMPETITION (continued)

4. It would be very helpful if you can bring two extra scripts to your LEST performance - one for the judges and one for the person controlling the lighting.

THE SCHEDULE WILL NOT BE ABLE TO BE CHANGED BECAUSE OF EVENT CONFLICTS!!!!

GUIDELINES FOR THE SELECTION OF SCENE OR ONE-ACT:

1. It must be a contemporary script (post-1930).
2. It must be no longer than 20 minutes in length. (The performance will be halted at 20 minutes.)
3. No musicals or original scripts are allowed.
4. There will only be 5 minutes to set up and 5 minutes to take down the set for the performance. Choose and plan accordingly.

CRITERIA FOR JURIED COMMENTS AND JUDGING

The jury will consider the following when writing comments and when choosing the recipients of the awards:

1. A demonstration of a clear sense of plot development.
2. The effectiveness of movement and composition.
3. Sense of ensemble and overall evidence of effective collaboration.
4. The evidence of clear character motivations.
5. The vocal and physical adeptness of the actors.
6. Clear interpretation of dialogue and theme of the play.
7. Coordination and effectiveness of the use of technical elements.

KNOWLEDGE BOWL

DESCRIPTION/REGULATIONS

The Knowledge Bowl allows academically gifted students the opportunity to match their intellectual skills against others of comparable ability and provides an avenue for fellowship among LEST participants.

Details:

1. Each school is allowed one team of no more than 5 members. Each team may have two 8th graders or two 7th graders, but not two of each of those grade levels (two 7th graders **and** two 8th graders may not be on the team at the same time). Alternates may be used as substitutes, but may be substituted only between matches, not during a match.
2. Tournament format (bracket, pool play, etc.) will be determined by the number of schools entered in the Knowledge Bowl. Typically, matches will last approximately 10 minutes with 5 minute passing time between matches. Each round includes 10 questions or a 10 minute time limit, whichever comes first. The championship match will be 15 minutes in length with no question limit. The Knowledge Bowl schedule will be published in January.
3. Questions will be selected from any of the following categories, but **NOT** necessarily from all: ***Fine Arts, Language Arts, Math, Religion, Science, Current Events, and Social Studies.***
4. All questions will be worth 10 points and each team will be given the question simultaneously. The teams will have 20 seconds to write their responses. When time is up, the answer must be displayed to the judge or the team will be ineligible to receive points for that question. If a wrong answer is written the team will not receive any points. If there is a tie at the end of a round, then play will continue until the tie is broken.
5. All answers will be written. Calculations may be necessary, but no calculators will be allowed. Writing pads and pens will be provided for each team.
6. Each team will have an appointed captain who will act as the writer for each answer. The captain will be seated in the center of his/her team.
7. Each team is to have an adult "coach" who will be present at the competition. Coaches are responsible for their team's promptness to the competition and for their team's behavior at all times.
8. If a scoring error is believed to have been made, the coach must notify the judge immediately. The judge can call time-out to bring the error to attention of the moderator to be resolved.
9. Doors to the competition will be closed during the match and opened during passing times.

MATHEMATICS COMPETITION

DESCRIPTION/REGULATIONS

INDIVIDUAL COMPETITION BY GRADES

The LEST individual mathematics competition is conducted in four different divisions, one division for each grade level, grades five through eight. The examination of all contestants is conducted at one time. Each exam consists of mathematical problems with a specified time limit for completion. Students should bring their own pencils to the competition - paper will be provided. No calculators or other computing devices will be permitted. Spectators are not allowed to observe the proceedings. Awards will be given to the top four finishers in each grade level.

TEAM COMPETITION

Each school team consists of four competitors, one from each grade (5-8). The groups will be given a number of problems to solve as a group. The score from this exam will be added to the individual scores of team members to determine the winner of the team competition, and the top scoring team will receive the math team trophy. There will be a specified time limit for the completion of the team competition.

The LEST Math Competition is no longer requesting that math problems from the participating be sent prior to the competition. The Math Department at Concordia University will develop the tests. The test format will be sent to the participating schools sometime in early January.

SCHEDULE

The Date, Time, and Location of the Math Competition will be published in the LEST schedule in January.

HOW TO PARTICIPATE

All competitors must pre-register on the LEST Registration Form. Each school may enter a total of four students, one for each of the four grade levels of competition (5-8). Alternates are permitted but must also be pre-registered. Alternates will only participate if the first designated competitor is not able to participate in the competition.

MUSIC COMPETITION

GOALS FOR ALL MUSIC COMPETITIONS:

1. To give honor and praise to God for the wonderful gift of music.
2. To encourage the study of music among our young people.
3. To encourage mastery of performance and musical technique.
4. To provide a unique forum for the sharing of music with peers.
5. To give recognition to, and praise God for, those who excel in this gift.

GENERAL DESCRIPTION/REGULATIONS

The music competition is open to piano, instrumental, vocal, choral and ensembles. An 'ensemble' is defined as two or more performers. An accompanist will be allowed if needed.

Contestants will be judged in the following categories.

1. Accuracy
2. Rhythm
3. Musicianship
4. Technique
5. Other Performance Factors

AWARDS FOR ALL MUSIC COMPETITIONS

<u>Points</u>	<u>Placement</u>	<u>Award</u>	<u>Division Rating</u>
22-25	First	Blue	I
17-21	Second		II
10-16	Third		III

Students are judged on their own performance, not compared to other performers. Awards will be given for blue ribbon winners. The 5th and 6th grade performers will be heard separately from the 7th and 8th grade performers. The judges' rating sheets, with valuable comments, will be given to each school at the closing of LEST.

PIANO, INSTRUMENTAL, AND INSTRUMENTAL ENSEMBLES:

1. Regarding the use of Arrangements

Literature played must be written for the instrument and not an arrangement from a different genre (i.e. theme from a piano concerto, movie theme, etc.).

Contestants may play an arranged piece and be evaluated, but they will not be eligible for an award. Transcriptions of music after the year 1900 are allowed, but these entrants should realize that they are competing against other students who play Bach, Mozart, Haydn, Clementi, etc. The decision of the judges is final. The LEST reserves the right to make adjustments on requirements for this competition from year to year.

2. About the Schedules

Due to the many unforeseen events, all scheduled times are subject to change. At LEST, multiple events are usually proceeding simultaneously. Outcomes are often unpredictable. The music judges will do their best in preparing and maintaining a schedule. If someone comes early and is prepared to play, they may be requested to appear before someone who is late or is delayed by another LEST event. It is very important that the individual registration forms be filled out completely with particular attention being paid to the part where a listing is given of other LEST events in which the individual will be participating. This can help prevent potential conflicts in scheduling performances.

3. Pianos will be provided for the competition.
4. Music stands and chairs will be provided for instrumentalists.
5. There is **NO EXIT** or **ENTRANCE** during a performance. This behavior is discourteous and disturbing to the performers. Do not bring food or drink into the performing areas.
6. There is **NO TALKING** during a performance. Please keep small children as quiet as possible. We are here to help build everyone up, not provide interference with them doing their best.
7. Contestants must provide an original piece of their music for the judge. **NO PHOTOCOPIES**. This is illegal and would violate U.S. Copyright Laws.
8. Instrumentalists must provide their own accompanist (if needed). Instrumental pieces, which were written with an accompaniment, must be heard that way. Only pieces which were truly written as "solo" may be heard without piano.
9. Arrive at least 10 minutes early before your scheduled time.
10. Memorization of music is strongly encouraged.
11. Upon acknowledgement by the judge, each contestant should begin with the announcement of his or her name, their school name and location, followed by the title and composer of their piece.
12. Total time for each performance may not exceed six (6) minutes.

PIANO, INSTRUMENTAL, AND INSTRUMENTAL ENSEMBLES (continued)

HOW TO PARTICIPATE

Pre-registration is necessary for proper planning of this event. Please list performers on individual registration forms. **PLEASE FILL THE REGISTRATION FORM OUT COMPLETELY.** The registration for Ensembles has a different registration form. Because of limited time and facilities, there is a limit on the number of entries from each school. The following formula for the 5th and 6th grade competition in piano, instrumental and ensembles, and the 7th and 8th grade competition in piano, instrumental and ensembles will be used:

- A Schools (enrollment of 75 students or less in grades 5-8) = 8 participants in each grade combination (ie - 8 in 5th/6th and 8 in 7th/8th) for instrumental, 8 participants in each grade combination for piano, and 4 ensembles for grades 5-8
- AAA Schools (enrollment of more than 75 students in grades 5-8) = 10 participants in each grade combination (ie - 10 in 5th/6th and 10 in 7th/8th) for instrumental, 10 participants in each grade combination for piano, and 5 ensembles for grades 5-8

Individual adjudication forms should be filled out on the top half and sent in with the LEST Registration Form by December 1.

1. A participant can only compete in one ensemble.
2. Any adjudication forms received after December 15 *may not* be eligible for participation in the LEST.
3. The top of the adjudication form needs to be completely filled out.

VOCAL AND VOCAL ENSEMBLES:

The vocal competition is open to solo and ensembles (groups). “Ensembles” are made up of two or more singers. Music for these groups should be in two or more voice parts, (i.e., soprano and alto, etc.), not just in unison. An accompanist may be used as necessary.

Contestants will be judged in five categories:

1. Intonation and Musical Accuracy
2. Diction (pronunciation)
3. Breath Control
4. Vocal Quality (clear tone)
5. Stage Presence (posture, presentation, facial expression)

SPECIAL REGULATIONS:

1. Singers should choose music of good quality, avoiding ‘pop’ literature written primarily for the voice. The music should be memorized. The use of an accompanist is encouraged. The LEST reserves the right to adjust requirements for this competition from year to year.
2. **Regarding Scheduling:** Scheduled times and performance rooms may need to be adjusted since multiple events will be running concurrently. Singers may appear out of order due to schedule conflicts; please **communicate with the judge prior** to any performance change so that the events may continue on time. It is very important that the individual registration forms be filled out completely with particular attention being paid to the part where a listing is given of other LEST events in which the individual will be participating. This can help prevent potential conflicts in scheduling performances.

CHORAL FESTIVAL

DESCRIPTION/REGULATIONS

Participants will be judged in four categories.

1. Quality of Sound
2. Technique
3. Musicality
4. Other Performance Factors

Each choir is judged on its own performance, not compared to other choirs. There may be more than one Blue Ribbon winner. The judges' rating sheets, with valuable comments, will be given to each participating school at the closing of the LEST.

SPECIAL REGULATIONS

1. **Regarding** the use of "Arrangements," literature sung must be written for choral performance. ***Each choir is required to sing two songs.*** The LEST reserves the right to make adjustments on requirements for this competition from year to year.
2. Music stands and chairs will be provided for instrumentalists.
3. There is **NO EXIT** or **ENTRANCE** during a performance. This behavior is discourteous and disturbing to the performers. Do not bring food or drink into the performing areas.
4. There is **NO TALKING** during a performance. Please keep small children as quiet as possible. We are here to help build everyone up, not to provide interference with them doing their best.
5. Each choir must provide an original piece of music for the judge. **NO PHOTOCOPIES.** This is illegal and would violate U.S. Copyright Laws.
6. Each choir must provide their own accompanist. Choral pieces which were written with an accompaniment must be heard that way. Only pieces which were truly written as "solo" may be heard without piano.
7. Arrive at least 10 minutes before your scheduled time.
8. Memorization of music is strongly encouraged.
9. Upon acknowledgment by the judge, each choir should begin with the announcement of their school's name and city, followed by the title and composer of their piece.
10. Total time for each performance (both individual pieces together) may not exceed 12 minutes.

CHORAL FESTIVAL (continued)

SCHEDULES

The Choral Festival will be held on the Thursday of the LEST. Time and location will be announced in the LEST schedule published in January.

HOW TO PARTICIPATE

Pre-registration is necessary for proper planning of this event. Send a list of choir members with the registration forms that are due on December 1. Please indicate whether any choir members are involved in other LEST activities so potential conflicts can be avoided.

SCIENCE EXPOSITION

DESCRIPTION/REGULATIONS

The Science Exposition allows students interested in science the opportunity to match their problem solving skills against other students with similar interests and provides an avenue for fellowship among LEST participants.

The Science Exposition lasts one hour. Team members should be there the entire time.

Each school is allowed one team of no more than 5 participants. Each team may have two 8th graders or two 7th graders, but not two of each of those grade levels (two 7th graders **and** two 8th graders may not be on the team at the same time). Alternates may be used if a team member is absent.

One adult “team sponsor” is allowed to accompany each team. Other parents, teachers, and family members will be asked to wait in another room. The sponsors are responsible for their team’s attendance and cooperation. The sponsors do not participate in the scientific enquiry process and cannot talk to their team during the exposition.

The teams will be presented with a science topic to investigate. All materials will be provided and participants will work cooperatively to develop a hypothesis, conduct a scientific inquiry, record, and report their results.

Goal of the Science Exposition: School teams will work cooperatively to develop a testable hypothesis, critically analyze the results, and orally present the findings.

Objectives of the Science Exposition: The students will be able to:

1. Demonstrate an understanding of the scientific method.
2. Work cooperatively.
3. Develop a testable hypothesis.
4. Conduct an experiment to test their hypothesis.
5. Orally present their testable hypothesis, data and conclusions to their peers.

SERVICE AWARD

The LEST Service Awards will be given to schools that gather significant amounts of food in a local food drive(s). The food should be given to a local food bank or other organization that collects food for the needy. The food drive(s) can take place anytime from the first day of the current school year until January 31st. The weight of the food and a photo or photos of the food should be submitted to the LEST Director by February 1st.

SPELLING

OVERVIEW: The LEST Spelling Bee is conducted in four divisions, one each for 5th, 6th, 7th, and 8th grade. The competition is in two phases - written and oral. Awards will be given to the first four finishers in each division.

DETAILS: Each school is permitted to enter one main student representative and one alternate for each grade level. Spelling lists are not published or distributed by LEST. It is suggested that schools help their student representatives find word lists with which to practice from their school spelling curriculum or through websites designed to help students prepare for Spelling Bees.

Specific rules for the LEST Spelling Bee are printed on the accompanying pages. General details are:

1. Round one is a 20 word written exam in which all participants (main student representative and alternate) participate. A different written test is administered to each grade level, and representatives who correctly spell 15 of the 20 words qualify for the oral Spelling Bee. If a main representative does not qualify but the alternate does, the alternate will be allowed to compete in the oral portion of the Spelling Bee, but only one representative from a school for each grade will be allowed to compete in the oral spelling bee.
2. Round two is an oral Spelling Bee in which each grade will compete separately. Specific guidelines for the oral spelling bee, including the procedure to follow once only two spellers remain, are included on the accompanying pages. Contestants will be given a number to wear to track contestants through each round of the oral spelling bee.

The Spelling Bee is meant to be a form of friendly competition. The students are striving to do their best and to gain confidence in front of an audience. The audience should be reminded that their only function is to provide positive support for the event. All decisions of the lead judge are final.

SPECIFIC RULES FOR SPELLING COMPETITION:

The format for the Spelling Bee will be as follows:

1. In round one, all main contestants and alternates will take the 20 word written exam (participants are expected to bring their own pencil - paper will be provided). A different written test will be administered to each grade level. This will insure that all students who wish to compete in the second round have met the required passing number of 15 out of the 20 words spelled correctly in the qualifying round and are indeed eligible to compete.
 - a. Before starting the written test, each student will write their name, school and city, date of the test, and grade in the top right hand corner of their paper.
 - b. Each grade will be given 20 words to spell. The Adjudicator will pronounce the word, use it in a sentence, and pronounce it again. All questions must be asked **at the end** of the written spelling test (after all 20 words are given).
 - c. The student will print the word neatly and clearly. There may be no inserted or marked through letters. If the student makes a mistake and wishes to rewrite the word, they should draw one line through the entire word and rewrite the entire word.
 - d. If a student needs to have a word repeated, he/she may raise his/her hand and be recognized to request this **at the end** of the written test. Do not blurt out requests.
 - e. When the exam is finished, the papers will be collected and corrected. Those students who get 15 or more words correct will have their names posted later in the day and will have qualified for the second round of competition. If a main representative does not qualify but the alternate does, the alternate will be allowed to compete in the oral portion of the Spelling Bee, **but only one representative from a school for each grade will be allowed to compete in the oral spelling bee.**
2. In round two an oral spelling bee will take place. All participants, and if necessary, needed alternates, who qualified will meet in the designated room for the oral format. If no one qualifies for the oral format then no places will be given for that grade level. If only one speller advances to the oral format from any grade level, they will automatically obtain first place without having to participate in the oral portion of the spelling bee. No other places will be given for that grade level. Each grade will compete separately.
 - a. The word will be pronounced according to the diacritical markings in Webster's Third New International Dictionary (unabridged). The word will then be used in a sentence, and it will be pronounced again.
 - b. The participant will say the word, spell the word, and say the word again.
 - c. Judges may not disqualify a speller for failing to pronounce a word either before or after the spelling.

SPECIFIC RULES FOR SPELLING COMPETITION (continued)

- d. If the word is not spoken by the student after spelling the word, the student will be asked to say the word and then the judge will make the determination of whether the word has been spelled correctly.
 - e. If the student feels he/she has made a mistake, he/she may request to "start over." If letters or their sequence are changed in the respelling, the speller will be eliminated.
 - f. A contestant is allowed only 30 seconds to spell a word. The judges may disqualify any contestant who ignores a request to start spelling.
 - g. Upon missing the spelling of a word, the speller will walk to a designated area. If any of the remaining spellers spell their words correctly, then the spellers who missed their words will sit down at the end of the round.
 - h. If none of the spellers remaining in the bee at the start of a round spells a word correctly during the round, all spellers will remain in the contest. All of the spellers eliminated in the same round will be tied for the same place.
 - i. If at the end of a round only ONE speller has spelled her/his word correctly, then that speller will be declared the winner and earn first place. All of the other spellers in that round will earn second place.
3. If at the end of a round ONLY TWO contestants remain, the competition will proceed as follows: The winner will be the contestant who spells a word correctly that the other contestant misses, plus one additional word. When both miss a word in the same round, each is still in the competition.
 4. Judges' decisions will be final.
 5. If more than one spelling is listed for a word in Webster's Dictionary, any of these spellings shall be accepted as correct if the word either matches the pronunciation and definition provided by the pronouncer or if it is clearly identified as being a standard variant of the word the contestant has been asked to spell. If a word has one or more homonyms, the pronouncer will indicate which word is to be spelled.
 6. Any questions relating to the spelling of a word must be referred to the judges immediately by the speller or the speller's coach before completion of the round in progress. No protest can be entertained after a round is completed. Only contestants or their coach may question the spelling of a word. The judges are in control and their decision is final in all situations.
 7. No picture taking is allowed during the competition.
 8. Contestants and their families/supporters should remain seated until the end of the grade level competition. It is very distracting to the contestants when people enter or exit the room during the competition.

SPECIFIC RULES FOR SPELLING COMPETITION (continued)

To eliminate any doubt about winners in any round, all contestants will be given a number to wear, and these numbers will be tracked through each round. This will allow for more than one person to "tie" for a place if a number of contestants go out in the same round.

Please remember that this is to be a form of friendly competition. The students are striving to do their best and to gain confidence in front of an audience. The audience has one function, which is to provide positive support for the event. The decisions of the judges are final.

SPIRIT AWARD

EVENT DESCRIPTION/DETAILS:

The LEST Spirit Award is an award which emphasizes the total contribution of one of the LEST participating schools to the spirit of LEST during the entire tournament.

RECIPIENT

One spirit award is given under this designation: The Concordia Faculty & Staff LEST Spirit Award

IMPLEMENTATION

The LEST staff will review the evaluations completed by Concordia Faculty and Staff to determine the Spirit Award recipient.

LEST SPIRIT AWARD GUIDELINES

Spirit guidelines for the LEST are based on the core values of Christian education:

- Love of God
- Thankful use of personal talents
- Service to others

Specific sportsmanship guidelines for the LEST flow from these values:

1. Positive attitude in student performance and fan support in the LEST activities.
2. Fair play in all competition.
3. Respect for others and for others' property in all aspects of the LEST experience.

LEST SWIMMING MEET

OVERVIEW: Swimming is an event that allows students to participate in another athletic event at LEST. Each school may enter swimmers by completing and submitting a Swim Meet Registration Form for each participant and relay team by January 1st.

DETAILS: A swimmer can participate in no more than 3 individual events (if not participating in relays) or no more than 2 relay and 2 individual events. Team points and ribbons are awarded for the first 6 places. The strokes included are: *Freestyle*, *Breaststroke*, *Backstroke*, and *Butterfly*. Rules governing disqualification in the various strokes are included on the accompanying pages. The specific swimming events can be found on the "Swimming Registration" form.

The following rules govern the pool area:

1. When not participating in an event, the swimmers are to stay back from the sides of the pool and out of the water to give the officials room to officiate.
2. Swimmers will follow NFHS rules. Specific swimming rules can be found online.
3. All participating teams must provide two adult volunteers. Volunteer assignments will be given at the meet.
4. Stroke and Turn judges will be provided at the meet and will disqualify participants from a race if there is an infraction of the NFHS rules. The decision of the Stroke and Turn judges is final. The judges should not be interrupted during a race to discuss a disqualification. Coaches can ask questions of the judge after the completion of the Swim Meet.
5. No flash cameras should be used during the Swim Meet.

SCHEDULE: The swimming meet will be held on an off-campus site. The final schedule of events will be published in mid-January.

Specific rules for the swim meet

The following is a list of strokes and specific rules governing disqualification in the various strokes:

- **FREESTYLE:** At the start both feet must be in contact with the starting line and the swimmer must be completely motionless until the gun, whistle, or horn is sounded. Any stroke, turn, or touch is allowed, however the swimmer must swim the same stroke throughout the entire race, and must touch at both the turn and finish.
- **BREASTSTROKE:** Start is the same as freestyle. After dive and after turn only one complete stroke may be taken under water. The head must break the surface before the start of the second stroke. Only breaststroke arm movement is allowed, both arms being pulled back in the water at the same time. Only breaststroke kick is allowed (heels must be in on both feet). Both hands must touch at the same time at both the turn and finish.
- **BACKSTROKE:** An in-water start is used. Off the start and turns the swimmer cannot go more than half way down the pool under water. Swimmers must remain on their back throughout entire race and must be on their back at the finish. (Exception: Swimmers doing the new backstroke flip turn may turn onto their stomach within five feet of the wall, at which point the swimmer must be in the continuous turning action of the turn, and no extra arm pulls may occur until the turn is completed and the swimmer has pushed off the wall on their back. A disqualification will occur if the swimmer touches the wall with their hands or arms while still on their stomach.)
- **BUTTERFLY:** Start is same as freestyle. Only butterfly arm movement is allowed, both arms coming out of the water at the same time and entering the water at the same time. Only butterfly kick is allowed, both legs moving up and down together in dolphin motion. Both hands must touch at the same time at both the turn and finish.
- **RELAYS:** Swimmers (except number one) may be in motion on their start as long as part of their feet is in contact with the pool side until the preceding swimmer has touched.
- **WRONG LANE:** Any swimmer, during an event, who enters a lane other than that assigned to them will be automatically disqualified.
- **ROPES:** Swimmers will not be disqualified for touching the lane markers, but will be disqualified if they use them to assist (pull) themselves down the pool.
- **POOL BOTTOM:** Standing on the bottom of the pool during a race will result in a disqualification.
- **FALSE STARTS:** Second false start disqualifies a swimmer.

LEST TOURNAMENT BOOKLET GUIDELINES

Each year Concordia University puts together a Tournament Booklet that contains tournament schedules, maps, tournament information, as well as picture pages from each of the schools that are participating in the LEST. These Tournament Booklets are sold at various sites throughout the LEST weekend.

Each school is invited to submit one or two pages (two pages is the maximum for each school unless prior arrangements are made with the LEST Director) to be included in the Tournament Booklet. Each school prepares their own pages and sends them to Concordia University to be included in the Tournament Booklet. The deadline for sending your pages to the LEST Director is January 1st.

It works best if the pages are sent in digital files by e-mail or on a thumb drive, CD, or DVD. PDF format is best, but Word and Publisher files can also be included, although we cannot ensure that the layout will remain the same in these formats. There are free software programs available that convert Word and other files to PDF files, such as CutePDF (available at www.cutepdf.com). Most schools should be able to find a staff member, parent, or even a student who would have the computer knowledge to put together the school's pages in digital format. If not, please contact the LEST Director for further directions.

Here are the requirements for submitting your school's pages:

- Page Size: 8.5 x 11 inches with a ¼ inch margin around each page. There should be no pictures or text in the ¼ inch margin, so the actual artwork size is 8.25 x 10.75 inches.
- Quantity: Each school is allowed a maximum of two pages (unless prior arrangements are made with the LEST Director) - one page is fine as well.
- Color: Pictures can be in full color, but black and white is OK as well.
- Quality: **High resolution photos are a must!** 300 dpi is best - 72 dpi from a website will not work.
- File type: Send digital files. PDF works best (We can work with Word or Publisher files, but we cannot guarantee that the page layout will remain the same when the files are opened and put into the Tournament Booklet.)

Please contact the LEST Director if you have any questions about the pages for the Tournament Booklet.