Spelling Better for Teachers

School Spelling Bee Event-Day Schedule

School spelling bee organizers, teachers and helpers

Sample 90-minute schedule

Times are an example for a bee starting at 9:00. Rounds can be shorter or longer depending on how many spellers you have.

Time	Activity	Who
8:30–9:00	Set up the room, test the microphone, lay out score and judging sheets	Organizer and helpers
9:00–9:05	Spellers arrive, receive numbers and take their seats	Helpers
9:05–9:10	Welcome and introductions of the pronouncer and judges	Organizer
9:10–9:15	Rules read aloud; questions from spellers	Organizer
9:15–9:20	Practice round (does not count)	Pronouncer and spellers
9:20–9:40	Rounds 1 and 2	Pronouncer, judges, scorekeeper
9:40–9:45	Short break: water, stretch, audience applause	Everyone
9:45–10:05	Rounds 3, 4 and onward	Pronouncer, judges, scorekeeper
10:05–10:15	Final rounds and tie-break if needed	Pronouncer and judges
10:15–10:25	Certificates for every speller and awards for the winners	Organizer and principal or head
10:25–10:30	Thank-yous, photos (with permission) and close	Organizer

Tips

- Keep a spare list of tie-break words ready before the bee starts.
- If the bee runs long, shorten the break rather than rushing spellers.
- Ask families for permission before taking or sharing any photos.

My event schedule

Time	Activity	Who

Time	Activity	Who

Event _____

Date and place _____

Free printable from Spelling Better for Teachers · spellingbetter.com/for-teachers/resources/school-spelling-bee-event-schedule/ · You may print and copy this sheet for classroom use.