

SCORE BIG



WITH A
SUCCESSFUL
SCRABBLE®
FUNDRAISER



Dear SCRABBLE® enthusiast,

At the National SCRABBLE® Association (NSA), we have used our experience with literacy groups, schools and other not-for-profits across the country to create this easy-to-follow fundraising guide to assist you in hosting a successful and financially rewarding event.

Why should you “think SCRABBLE®” when your organization wants to host a charitable event? Because there’s more to fundraising than simply raising funds. While generating income is the ultimate goal, you’ll need to create a fundraising vehicle that motivates volunteers, is easily executed, grabs the public’s attention and gets people to participate. Hosting a SCRABBLE® event is a way to accomplish all of these objectives.

Good luck planning your event and have fun! We hope you find this reference helpful. Don’t hesitate to contact our office if you have any questions or suggestions we can share with others.

A handwritten signature in black ink, appearing to read "John D. Williams Jr." with a stylized flourish at the end.

John D. Williams Jr.
Executive Director

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ASSEMBLE AN EVENT COMMITTEE

To assist you in organizing and running your fundraiser, it's helpful to create an event staff and assign responsibilities to each volunteer. We suggest the following positions where applicable:

The **EVENT ORGANIZER** is fully responsible for coordinating the committee & the actual event. This traditionally includes recruiting an **ASSISTANT ORGANIZER**, supervising a committee, preparing a budget, setting a date and reserving space.

The **TREASURER** drives the money-raising efforts, via traditional donations, entry fees or per-point pledges using the game. This volunteer should also be responsible for following up with each contributor and writing a thank you note.

Assisting the treasurer, could be a **PLEDGE RECORDER**, if you use that system.

The **PUBLIC RELATIONS DIRECTOR** will coordinate efforts to publicize the event within the community. Some writing skills may be beneficial. It would also be helpful to enlist someone with artistic or graphic design skills to produce posters and signage for the event. Everyone on the committee should also have a supply of event flyers for distribution.

If holding a traditional SCRABBLE® tournament, your **TOURNAMENT DIRECTOR** will oversee the actual competition preparation and is on site to pair contestants and be familiar with the rules. Even if your game play is abbreviated and less formal, a person with knowledge of the rules is also necessary.

WORD JUDGES for SCRABBLE® events adjudicate all challenges using *The Official SCRABBLE® Players Dictionary, Fourth Edition* published by Merriam-Webster, Inc. and *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* to reference words with more than eight letters. Also try the free downloadable word judge program Zyzzyva available at www.zyzzyva.net. This program can be run off a laptop or several laptops around the room and will save tremendously on staffing.

SCOREKEEPERS will calculate point spreads and post scores on a Tournament Score Board. We suggest several people with legible writing and quick addition and subtraction skills would be perfect for the job.

The **EVENT STAFF** are volunteers that can act as backup to the above profiles. Suggested areas:

Fundraising

Event planning

On-site assistance in the playing area

Clean up

An alternate who can participate in the event if an odd number of players show up

G **ETTING STARTED**

When planning an event, you may need a catchy opening line for a flyer. Below are a few suggestions that you may use:

“Spread the Word”

“Spellebrate for a Good Cause”

“Join our Spellabration”

“Score Big for Our Kids”

“Who will Have the Last Word?”

R **EVIEW THE TOURNAMENT STRUCTURE**

Next discuss with your committee what the structure of the event will be. Will it be traditional game play or a casual gathering with all ages mingled together in a more informal setting?

HARTFORD MODEL: This model originated in Connecticut by a Literacy Volunteers of America (LVA) program. Teams of up to 8 people are given a SCRABBLE® game board and a standard bag of 100 tiles. This team is seated at a large round table with chairs.

Each team makes words at the same time from the tiles by intersecting them on the board. All touching letters must create a word. Most likely the team comes prepared with these words, but written diagrams should not be encouraged. The team scoring the highest horizontal and vertical point totals within the allotted time gets the points for that round. The winning team is the team with the most points after two rounds (or more).

We recommend that once a team places a word on the board, it should be recorded on a score sheet and not moved. This will assist you at the end of the game for a quicker verification and score count.

NASSAU COUNTY MODEL: On Long Island the LVA uses a version of the Hartford Model, but makes this a bit more difficult by strategically drawing four random letters from a tile bag and placing them on specific squares on the board. Each table begins the game with the tiles in the exact same position.

CHICAGO MODEL: Individual and three-person team competitions take place simultaneously. During the intermission, a silent auction, make-your-best-play challenge, anagram competition and "words from words" play session adds to the fun.

Official SCRABBLE® Game Rules are followed, but rule breakers (dictionary peeks, buy a vowel, etc.) are for sale.

GREENPORT CHARITY MODEL: This fundraiser is based on an event held by a local congregation as a way of raising funds. Held in the recreational hall, the whole event, including game time and awards lasts about 2 ½ hours. Including set-up/clean-up, the event is about 4 hours. Refreshments, which include bottled water, coffee, cheese & crackers and baked goods, are provided by volunteers. Participants pay a donation of \$5.00 at the door.

The room is set so participants can play one-on-one or in groups of four. Games are timed at 45 minutes, with two games having been played. There is also a "play the expert" table in which the local SCRABBLE® expert stood opposite several boards and up to 6 people played against the expert at one time. There is no additional fee involved, but you could implement one to generate more income. Prizes are awarded based on the following:

Highest score – 2-player game
Highest score – 3-player game
Highest score – 4-player game
Highest scoring word
Players who beat the expert

For additional income, two raffles were also held: a 50/50 and a raffle with 3 SCRABBLE® related items awarded.

To publicize the event, 11x17 posters advertising the event are hung up in the community. Also, a small ad is run in the local paper, and the event is publicized in the community calendar of the local paper. By doing this it opened the event to the whole community and neighboring towns.



Now that you know the structure of your event, start scouting sites. Your local school, library, community center or even a hotel ballroom are all great places when looking for the perfect site. Most public meeting spaces must be reserved well in advance, though, so be prepared to plan ahead.

How much space will you need?

The following formula will assist you in calculating how many players a room can accommodate when doing a traditional SCRABBLE® tournament:

Calculate the total square feet of the room by multiplying the length times the width.

Divide the total square feet by 30. This will give the maximum number of players for that room. For optimum comfort and ease of organizing, divide the total square footage by 40.

Example: If you're expecting 200 participants, you'll need at least 6500 square feet. That's a room about 65' X 100'. If you're expecting 16-20 players, a 30' by 20' room should be comfortable to hold everyone.

Other considerations:

Be sure to inspect the premises before reserving the space. Some things to look for:

- Is the site handicap accessible?
- Is there a rental fee? Does it include?
 - Speaker System
 - Setup & cleanup assistance
 - Tables & chairs
 - Tablecloths
 - Easels or blackboards
 - A public address system, if necessary
- Is there a minimum on catering costs, and may you bring in outside caterers?
- What hours before and after the event do you have access to the room?
- Is the area well lit?
- Locate restroom facilities, water fountain, coat check, fire extinguishers.
- Is there space for posting messages?
- Are you permitted to hang up or tape items to the walls?
- What is the noise level in the area surrounding the event? Double check what event may be booked next door.
- Is there space for participants to mingle before and after games?
- Is there adequate parking or fee for parking?
- Who can be contacted for maintenance or emergencies during the event?



Entry Fees

The obvious purpose of hosting a fundraiser is to generate income. Charging an entry fee is a simple way to accomplish that goal. Depending on the nature of your event decide what is appropriate for your community. Variations we have seen:

- Casual Sunday game play in donated space and suggested donations at the door.
- Hotel gatherings with cocktails and a buffet supper where guests pay several hundred dollars for a table of 8 or 10 guests.
- A per-player tournament fee between \$50-\$100 per person, with some of the fees going back to top prizes for winners.

Per Point Pledges

Another money-raising strategy within this format is for volunteers/players to get per-point pledges from local businesses and members of the community. This is similar to charity races or walk-a-thons. Pledges may be solicited in advance or made at the tournament.

Soliciting and Recording Pledges

Have the **PLEDGE RECORDER** discuss the event and pledge-recording details with your committee, making sure volunteers are comfortable discussing and answering questions about donations and the event.

- Alert the team who donation checks should be made out to and note if it is tax deductible. Do you have the option for credit card payments?
- Create a pledge roster, keeping updated records with each donor's name, address, phone number, pledge amount and total donation.

Depending on how your SCRABBLE® fundraising tournament is organized, pledges may be based on a player or team's highest scoring game or on an average of the number of games played. Create a "one-sheet" so each player or team can explain the options to their potential donors and determine which variations of pledge will be made.

Below is an example of donations based on the Highest Average Score.

Player:	John Doe	
Points Scored:	Game 1	210
	Game 2	170
	Game 3	185
	Total	565 divided by 3 (games)= 188 average score

Donation Per Point: 50¢

Average Score: 188 X Donation Per Point = 50 cents

Donation: \$94.00

- Donation = total here
- After the tournament volunteers and players collect pledges from donors, and the Treasurer should calculate each one and record them on each player or team's pledge roster. Remember always send a thank you note to each donor.

Corporate Sponsorship

A local corporate sponsorship can increase the amount of funds as well. You can solicit donations in exchange for signage or recognition at your event or some companies will match donations. Sometimes four or five local sponsors can keep the financial commitment affordable.

Donations

Often individuals may want to not attend your fundraiser but instead just donate a check towards your cause. Make sure to credit them on a program or signage at the event.

Businesses may also offer complimentary products or services such as printing of flyers or donations of food and beverages in lieu of making a pledge. These welcomed donations should be recorded with all other contributions raised from the event.

Chinese Auction

One successful fundraiser to add additional funds is a "Chinese Auction." In Nassau County, New York, along one side of a ballroom, the team had gathered generous donations from their community and friends. Each item had a theme and was presented as a collection, some wrapped in clear cellophane. As guests arrived they were invited to purchase tickets which they

could then drop into bags in front of the items they wished for. During a break in the event, the tickets were pulled and winners announced. Sample themes:

- Books signed by authors
- Beauty baskets from local salons
- Picnic basket filled with barbecue items
- Tickets to a baseball game
- Dinner for two donated by a local chef
- Pizza dinner for a family
- Spa treatment and day of beauty
- SCRABBLE® game and dictionary
- Month pass to a local gym
- A tank of gasoline and tune up

You can collect your donations and gather them together to create these theme baskets, or you can seek out the whole package from a generous supporter.



Timing is Everything!

Depending on the size of the event, block ample time before and after your fundraiser for setting up and closing down the event.

Allow 30 minutes for registration and check in and another 15-20 minutes to discuss rules, announcements and questions.

Calculate time for an awards ceremony or closure to your event.

Your event may be a gathering of school kids or families or corporate executives. Chances are, though, you will want your contestants to play as many games as possible during the competition. One hour should be long enough to play one SCRABBLE® game. A three-game session including registration, game play, breaks between sessions and a closing ceremony usually lasts 3-4 hours. You can also allow more game play by limiting each round to 30 minutes if using the Hartford Model.

If playing full games, generally allow 15 minutes between each round for turning in scorecards and assigning new opponents. In our school championship we use chess clocks, with students playing 22 minutes per team, a total of 44 minutes a game.

In our national events players use 25 minutes per side. We suggest for fundraisers you play one hour per game, giving ample notice when time is about to run out. When you give the 5-minute warning, allow each side make one more play.

Consider using inexpensive sand timers to speed up plays.

What Rules and Word Source Should You Use?

The rules that come in a SCRABBLE® Brand Crossword Game can be utilized at a formal or informal tournament.

We recommend using *The Official SCRABBLE® Players Dictionary, Fourth Edition* published by Merriam-Webster Inc. as the word source and *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* to reference words with more than 8 letters. Both are available through our catalog at www.wordgear.com.

FUN VARIATIONS

Make Your Best Play: An identical word is placed on every team's board in the exact same position (example: LITERACY) and then all the teams are given identical racks of letters. The team with the highest-scoring play within the allotted time gets bonus points for that round.

Words From Words: All teams are given the same word in tiles and using the allotted time, the team making the most words from that word gets points for that round. The word could be your hometown or something that ties into your cause.

Example:

GREENPORT → GREEN, PORT, TEE, POT, NEE, TORE, ROPE...

Rule Breakers:

Extra donations may be raised by

- **Dictionary Peeks:** Offer teams a look at the dictionary... for a price!
- **Buy A Tile:** Assign a dollar value on tiles and let teams purchase extra tiles as their games progress.
- **Expert Auction:** In large events it is fun to auction off the brainpower of a tournament SCRABBLE® player or VIP from the community.

They could:

- Suggest where to BEST place a word on the board
- Help find a 7-letter word

We suggest in that auction the expert could move from table to table in 15 minute segments, so you could accept more than one bid!

SUPPLIES

It's perfectly acceptable to ask players to bring their own game boards to your fundraiser. Other supplies you should consider bringing:

- Writing utensils
- Scratch pads
- Score boards to record results
- Registration cards
- Name tags
- Large clock or timer
- Several copies of *The Official SCRABBLE® Players Dictionary, Fourth Edition* and *Merriam-Webster's Collegiate Dictionary, Eleventh Edition*
- Prizes, trophies & awards

To help your event look more professional, check out our FREE online supplies at website www.scrabbleassociation.com

- Challenge Slips
- Score Cards
- Score Sheets
- Blank Designation Slips

ATERING

Food and beverages are optional and should be determined by your format, budget and location.

RIZE PACKAGE

If you are charging an entry fee or donation, you may want to consider using some of that money to provide top prizes. Local merchants are often willing to give donations to use as prizes as well. The NSA Word Gear, Inc. website has many fun items for prizes. To view the selection, visit www.wordgear.com or call 631-477-0033 ext. 13 and someone would be happy to assist you.

To create opportunities for additional contestants to be recognized, think about adding prizes for these categories:

- Longest distance traveled
- Highest scoring game
- Highest losing score
- Best word tied to your cause

Have a basket or a sign in sheet where guests can record their entries.

ET THE WORD OUT

Send out invitations to key community members, local politicians, school officials and your business community. You might check out www.scrabbleassociation.com and see if there is a school or casual club near you.

Next assign volunteers to:

- Post flyers in high visibility locations-schools, coffee shops, book stores, etc.
- Add event details to your current website or create one for the event
- Distribute press releases to local media including newspapers and radio
- Make follow-up calls two weeks prior to event
- Send a post-event press release announcing the event winners along with how much money you raised.
- Add your group to the Casual Clubs & Players Roster at www.scrabbleassociation.com. Once you've done that, email your event details to info@scrabble-assoc.com and we'll post it on our online calendar.



YOU'RE ALMOST THERE!

Your committee might want to use these checklists to ensure that nothing has been overlooked.

One Week Prior

- Determine the expected attendance and estimate supply list
- Do the radio stations and newspapers that have been contacted need follow up calls?
- Is event signage posted?
- Confirm with the committee what time you'll need them on site.
- Are all the donated prizes and event supplies collected? Who is delivering them to the event?
- If printed materials are required, such as score cards or rules, have they been picked up? Is the event scoreboard ready with enough space for last minute participants?
- Review the traditional gameplay and resources section at the back of the pamphlet.

Two Days Before

- Meet with the site contact person and run over your checklist with them.
- Who will meet you the day of the event and at what time?
- How can you get quick assistance if needed during the event?
- Are the restrooms clean and properly supplied?
- In case of an emergency who do you contact?
- Is there a secure area participants can hang their coats and store supplies and personal items?
- Are there enough tables and chairs for participants, and who is setting them up?
- Has the sound system and area lighting been tested?
- When you close out, is there a receptacle for litter?
- Arrange time for deliveries (as necessary)

- Locate a secure place for committee to store belongings

5 Hours Ahead

- Committee members arrive and set-up the room
- Meet delivery persons as necessary
- Set up registration table and post a copy of the event schedule
- Layout name tags if using them
- Have a master list of participants, but be flexible with last minute additions and dropouts
- Set up playing tables & chairs & event supplies
- Arrange a head table or podium for announcements or for officials
- Set up your Chinese Auction area
- Hang signage and clearly display rules
- Display prizes and any literature you may have regarding your association



LET THE GAMES BEGIN!

Register all contestants

Depending on how large your event is, have at least two committee members at the registration table. They will need to welcome guests, collect entry fees, pledge cards and hand out pertinent event information.

Often registration cards are filled out here by the participants. Encourage them to review materials and rules before playing.

The entrance to your event is a great place to display photos and goals for your fundraiser as everyone needs to stop by here.

Consider a special fun activity at this table and door prize if they can complete it. Maybe a SCRABBLE® challenge or a puzzle from the book *The Big Book of SCRABBLEgrams*.

Ticket Sales

Have someone outgoing work among guests and sell more raffle/auction tickets. They can be at the registration table or at

a nearby one. One event we know of had a gentleman sell them “by the yard”, using their arm’s length to indicate amount. It was fun to watch, encouraged laughter and built sales.

Pair Contestants

You can pair contestants **BEFORE** registration but be prepared to make changes if someone drops out or you have to add a last minute participant.

For SCRABBLE® fundraisers, the first round of pairing is usually done using the Registration Cards with the Contestant Score Cards.

Below are two examples of how to pair players. Regardless of which system you choose, players are not eliminated but keep playing throughout the designated number of rounds.

King-of-the-Hill Pairings

This method is very quick and easy to create. After the first randomly-paired round, collect Contestant Score Cards and put them in order from first place to last. From there, pair the player currently in first place against the player currently in second, #3 vs. #4, #5 vs. #6, etc.

Round-Robin Pairings

These are structured so that each player plays every other contestant or in some cases almost every other contestant.

Announcements & Game Play

Once everyone is paired and seated, the Tournament Director should make an announcement clarifying how the tournament will progress including challenges and time limits. Then, the first round begins.

The Director and floor staff should keep the basic game play and rules handy as a reference during the event.

Count Tiles

There should be 100 tiles, including both blanks. To make a quick tile count, have participants place the tiles in a 5 x 5 grid at each corner of the board. Once they’ve confirmed the correct count, pour them into the tile bag and shake the bag before drawing for first play.

The person drawing the letter nearest the beginning of the alphabet plays first. A blank tile supersedes all other tiles. Return the drawn tiles to the bag and reshuffle. When play commences, each player then draws seven new tiles and places them on their rack.

Let The Games Begin! Remember to:

- Keep announcements short
- Have some “entertainment” or activity between rounds to pass the time
- Pitch your cause during one break and acknowledge and thank donators to the full house
- Award Chinese Auction or raffle prizes after first game

RESENT AWARDS

An award ceremony is a chance to recognize the event winners as well as to spotlight the beneficiary of the fundraiser. This is also a great opportunity to take photos for media releases or your organization’s archives.

VALUATE THE EVENT

Hold a post-event committee meeting to solicit feedback. Comments should be documented for future reference. You and your team will be experienced event organizers, and this work will get the wheels in motion for the next fundraiser.

And last but not least, make sure to send thank you notes. Emails are perfectly acceptable but a hand written note really says you took time and very much appreciate someone or something that made your event special.

Please share with us your event variations and fundraiser successes. You may email us at info@scrabble-assoc.com. We will post your ideas to the website so others can benefit as well.

TOURNAMENT SCORE BOARD

City _____

Date _____

NAME	Round	Round	Round	Round	Round	TOTAL
	1	2	3	4	5	
1. Natalie Heaney	+50 ^{2*}	+30 ³	+10 ⁴			
2. Callie Jeffreys	-50 ¹	+75 ⁴	+25 ³			
3. Kathryn Preston	+80 ⁴	+100 ¹	+150 ²			
4. Stephen John	-80 ³	-205 ²	-185 ¹			

* These superscript numbers are used here to show who played who. You don't have to have them on **your** Tournament Score Board.

For complete forms check out our Resources tab at www.scrabbleassociation.com.

CHALLENGE SLIPS

FRONT

WORD(S) CHALLENGED

Table No. _____

acceptable not acceptable
 request 2nd opinion

WORD(S) CHALLENGED

Table No. _____

acceptable not acceptable
 request 2nd opinion

BACK

Round # _____

1st Played Blank (circle one)

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z

2nd Played Blank (circle one)

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z

Round # _____

1st Played Blank (circle one)

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z



2nd Played Blank (circle one)

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z



CONTESTANT SCORE CARD

Name Colin Scott

ROUND	OPPONENT'S NAME	W	L	YOUR SCORE	OPPONENT'S SCORE	PLUS/MINUS PT SPREAD	OPPONENT'S SIGNATURE
1 <small>1st 2nd</small>	 Bob Lucas		✓	96	121	-25	BL
					cummulative	-25	
2 <small>1st 2nd</small>	 Lucy Olsen	✓		254	200	+54	LO
					cummulative	+29	
TOTALS:		1	1		+4		

PRESS RELEASE

You may use the following template as a guide for your event's press release. Don't forget to follow-up with the media a few days before the event and be sure to send out a post event release citing the winners along with how much money was raised.

FOR IMMEDIATE RELEASE

CONTACT:

Name

Phone #

SCRABBLE® PLAYERS RACK THEIR BRAINS TO RAISE MONEY FOR _____ .

(Your City, State, Date) – Game and word lovers are prepared to shake their tile bags and rack their brains while assisting others during the **NAME OF EVENT**. The event takes place on **DATE** at **TIME** when contestants meet at **SITE** and flex their mental muscles. General public, family and businesses are welcome to provide donations or can sponsor teams with per point pledges to benefit _____ . The winners will receive **PRIZES** donated by _____ (various community businesses).

HERE: Information about the charity/project benefiting from the event, quote from Tournament Director, etc.

For more information on SCRABBLE activities in your area, contact the National SCRABBLE® Association (NSA) at 631-477-0033 or visit the NSA website at www.scrabbleassociation.com.

To make a donation or get additional information on the **NAME OF TOURNAMENT** contact **NAME** at **PHONE NUMBER**.

TRADITIONAL GAMEPLAY

1. The first player combines two or more of their tiles/letters to form a word and places it on the board to read either across or down with one letter on the center ★ square. Diagonal words are not permitted.
2. A player completes a turn by counting and announcing the score for that turn. The player then draws as many new letters as played; always keeping seven letters on their rack until there are no more tiles to draw.
3. Play passes to the left. The second player, and then each in turn, adds one or more letters to those already played to form new words. All letters played on a turn must be placed in one row across or down the board to form one complete word. If, at the same time, they touch other letters in adjacent rows, they must form complete words, crossword fashion, with all such letters. The player gets full credit for all words formed or modified during their turn.
4. New words may be formed by:
 - A. Adding one or more letters to a word or letters already on the board.
 - B. Placing a word at right angles to a word already on the board. The new word must use one of the letters already on the board or must add a letter to it.
 - C. Placing a complete word parallel to a word already played so that adjacent letters also form complete words.
5. A player may change their play until they announce the score. No letter may be shifted after it has been played.
6. The two blank tiles may be used as any letter. When playing a blank, the player must state which letter it represents. It remains that letter for the remainder of the game. The blank may not be removed from the board and replaced with a lettered tile.
7. A player may use a turn to exchange all or some of the tiles on their rack. To do this, place the discarded tiles facedown. Draw the same number of tiles from the pool, and then mix discarded tiles with those in the pool. This ends a turn. A player may also pass a turn by making no play and saying, "Pass". A score of zero is received for this turn.
8. Before the game begins, players should agree upon the dictionary or word source they will use, in case of a challenge. Any word may be challenged before the next player begins their turn. If the word challenged is unacceptable, the challenged player takes back their tiles and loses that turn. If the word challenged is acceptable, the challenger loses their next turn. Consult the dictionary for challenges only.
9. The game ends when one of the following situations occur:
 - A. Allotted playing time is up
 - B. All letters have been drawn and one player uses his or last letter
 - C. All possible plays have been made

SCORING

1. Keep tally of each player's score, entering it after each turn. The number at the bottom of the tile indicates the score value of each letter. The score value of a blank is zero.
2. The score for each turn is the sum of the letter values in each word formed or modified on that turn, plus the additional points obtained from placing letters on premium squares.
3. **Premium letter squares:** A double letter square doubles the score of a letter placed on it; a triple letter square triples the letter score.
4. **Premium word squares:** The score for an entire word is doubled when one of its letters is placed on a double word square; it is tripled when one of its letters is placed on a triple word square. (Include premiums for double or triple letter values, if any, before doubling or tripling the word score.)

If a word covers two premium word squares, the score is doubled then re-doubled (4 times the letter count), or tripled then re-tripled (9 times the letter count). NOTE: The center ★ square is double word score, and doubles the score for the first word.

5. Letter and word premiums count **only** on the turn in which they are played. On later turns, letters already covering premium squares count at face value.
6. When a blank tile is played on a double or triple word square, the value of the **word** is doubled or tripled, even though the blank itself has no value.
7. When two or more words are formed in the same play, each word is scored. The common letter is counted (with full premium value, if any) for each word.
8. Any player who plays seven tiles on a turn, scores an additional 50 points *after* totaling their score for the turn. This is called a "Bingo."

DETERMINE THE WINNER

When the game ends, each player's score is reduced by the sum of his or her unplayed tiles. In addition, if a player used all tiles, the sum of the other players' unplayed tiles is added to that player's score. The player with the highest final score wins the game. In case of a tie, the player with the highest score before adding or deducting unplayed tiles wins.

FREQUENTLY ASKED QUESTIONS

Have the Committee review these **FREQUENTLY ASKED QUESTIONS** to prepare for your upcoming event.

1. How can you start a tournament with a minimum of confusion?

If participants pre-register, you'll know in advance how many are expected to be at the tournament. This will allow you time to organize volunteers, pre-record the participant's names and distribute event materials and name tags needed for the event. When participants check in, they should still check in so the event director has an accurate head count and can make any necessary adjustments.

2. What should players do when they find tiles under the table or on the floor?

Try and determine which game the newly found tile(s) belong to. If there are tiles still in the bag, put the extra tiles back into the bag. If there are no tiles in the bag and at least one player has fewer than seven tiles, determine who should have drawn the extra tile/s – and add it (them) to their rack. IF the game is finished, then the extra tiles should be ignored. (NOTE: There should be 100 tiles including both blanks.)

3. What happens if there is a dispute over what the blank tile represents?

We advise that blank letters be recorded (and verified) by both sides at the time the blanks are played. This will avoid confusion later in the game. (Players can use the top of the score sheet if needed.)

4. Can a player add the letter S to an existing word on the board?

Yes, if a player adds an S to an existing word on the board, that player receives credit for the entire word. **Example:** APPLE is on the board. A player adds an S to make APPLES and receives credit for the whole word. Using an S to form two words at once is a better choice and great score-booster. **Example:** Add an S to APPLES while also forming SHOW on the board and score points for both words.

5. When exactly is a player's turn finished?

This is the correct sequence of events for making a play: Place the tiles on the board; add up the score; announce the score earned for that play; draw new tiles. Until the score earned for that play is announced, the player may change their mind and make another play. Once the score is announced, the player's turn is over and may then be challenged. *Counting out loud is*

6. **What happens when an opponent challenges prior to announcing the score?**

In that event, the player has the option of changing their play or not. It's important to wait for the player to announce the score before challenging.

7. **May a player challenge more than one word formed on a play?**

Whenever there is a challenge, ALL words formed on the play should be challenged simultaneously. If all the words are acceptable, then the challenger loses their turn. If at least one word is unacceptable, the player must remove their tiles and loses that turn. Only ONE turn is lost on any challenge, regardless of the number of words acceptable or not.

8. **If an unacceptable word is not challenged off the board and is "discovered" later, what happens?**

If an unacceptable word is undetected at the time it is played, it remains on the board for the entire game.

9. **Can a word be played more than once in a single game?**

Yes. There is no limit to the number of times players may use a certain word during the course of a game.

10. **Exactly how should a game end?**

Six minutes prior to the official end of the game, the tournament director should announce to the players that the first portion of the game is over and at this point each side now gets one more turn. Be sure to make it clear that if a player/team is in the middle of a turn, that is considered their last turn, and they **DO NOT REPLENISH** their rack or play again.

Announce when three minutes are up to allow the other team equal time for their final turn. Now the other player has 3 minutes to make the last play of the game – **AND NOT REPLENISH** their rack.

The reason for not replenishing the rack is that players have some control over what points they have to subtract from their rack. It seems highly unfair to have the possibility of the last random draw to decide who will win the game in a close match.

Once the games are over, if there are still tiles on both players' racks, they must subtract the total number of points in their own rack from their score to get their **FINAL ADJUSTED SCORE**.



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