

# Queued Judging

## Detailed Instructions for Organizers

**Queued Judging** is a method for increasing the speed and throughput of judging categories with multiple flights. For the process to work effectively, the organizer must do advance work but this removes wasted time during the judging process. Following is the process that organizers should follow to prepare properly for the event:

1. Using a database or master spreadsheet of entries greatly simplifies this process. You need to be able to sort and group entries, and to produce various printouts (pull lists, entry labels) based on the same set of sorted data.
2. Before doing any grouping or sorting, assess the entries. Make note of any exceptions, such as broken or missing bottles, no-show entries, special handling needs (oversize or corked bottles), and special information that needs to be passed to judges. Verify that all required information is present (BJCP category and subcategory, any special ingredients or style-specific specifiers) and that no extraneous information is visible to judges (such as the entrant's name or the name of the entry). Hide any entries that are no-shows. You only want to prepare labels and pull lists for entries that are actually going to be judged.
3. Divide the entries into judging categories. For the NHC, this is easy since the BJCP style category is the same as the competition judging category. In most other competitions, BJCP style categories will be either divided (if large) or combined (if small). For purposes of this document, *category* will now refer to the competition category not the BJCP category. You need to establish the categories for your competition before you start organizing the individual categories. Organize your entry data into these categories, adding additional columns to a spreadsheet if needed to represent the judging category.
4. For each judging category, sort the entries into the preferred judging order. You will probably find that adding a judging order column to the spreadsheet is the most efficient means to make this happen. In a single BJCP style category, the subcategory letters are already sorted into the natural judging order; so a simple sort on BJCP category/subcategory will usually work as a first approximation. For categories with added ingredients, such as 16E, and 20-23, you must look at each individual entry and assess it on terms of the palate impact. The same is true for meads and ciders; do dry, still and hydromel before sweet, sparkling and sack. Sweetness is usually the first consideration in ordering meads and ciders, with strength the second. Also consider the palate impact of added fruits, spices, special ingredients, etc. (for example, do peach before habañero).
5. Don't worry about deciding which judge or team will judge which beer; this is not important for this method. You only need to do one sorting for each judging category, regardless of the number of judging teams assigned.
6. Once the entry lists are sorted by judging categories, start building/printing the judging materials. **IMPORTANT:** Use the same sort order for all of these materials. It's much easier for judges and stewards if everything uses the same order. The master pull list for the flight should list all the beers with all the information needed for judging, and be sorted in the proper judging order. Each judge and steward should get a copy. Entry labels for judges should be printed so the judges can apply them to their scoresheets. Using Avery 5160-type labels (peel-and-stick address labels, 30 per sheet in 10 rows of three) is recommended. Using mail merge or a similar facility can create labels from the master spreadsheet and apply a common template. Format the

entry labels so that the three labels across all show the same entry information (thus, you have labels for 10 entries per page of labels). The entry labels will always go with the master pull list for the category and be given to the lead steward for that table.

7. Print judge labels for the judges. There is a template on the BJCP web site for this, or another method can be used (again, mail merge from a master list is easiest). Use Avery 5160 labels (or equivalent) and print out one full sheet of labels for each judge. Do not mix judges on a single sheet or try to associate judges with judging categories. Judges may be moved around at the last minute, so it's best to just give each judge their own labels and let them carry them to the flights they are judging. Be sure to tell the judges to keep their extra labels so they can use them for multiple flights.
8. Use plain BJCP scoresheets. Do not attempt to pre-print the scoresheets with entry and/or judge information. Let the judges apply the labels as they go. Tell them to not put labels on in advance in case something changes during the flight. It's easy enough to peel and apply two stickers, so wait until the beer has been presented by the steward. This gives maximum flexibility and allows for last minute changes.
9. You may take sorting a step further and sort the beers in the boxes to match the pull list order. This will make it easier for stewards to find them. If the entries are not in a predictable location within the box, make sure the entries have the entry number printed on the cap so they can be quickly located without having to handle each entry to read a neck label.
10. Mark bottles with the entry number, BJCP category and subcategory number, and competition judging category (if different). This will make the bottles easier to identify if they become lost or separated from their assigned position. You may also devise a system for identifying multiple bottles for a given entry, such as using different color cap labels, or by placing the entries in different boxes. Whatever system is used, be sure to explain it to the stewards so they can locate the second and/or third bottles for an entry (if present).

**Definitions:** *Category* refers to the competition award category, not the BJCP style category. It is the set of beers that are judged resulting in one award and/or one advancement to the best-of-show round. The **Pull List** is the master list of competition entries in a category. **Flight** refers to a single panel of judges within the category. Multiple flights are used to fully judge a single category. The **Mini-BOS** is the reconciliation of flights to pick the category medal winners.