



## **CHECKLIST FOR AREA AND DIVISION SPEECH CONTESTS**

### **Planning**

Area Governors - Check with your Division Governor for the dates of the Division Contests (also noted in the District Calendar) and then set the dates for your four area contests as part of your calendar for the year. The Humorous Speech and Table Topics Contests should be held between August and September. The International and Evaluation contests should be held between February and March. All contests should be completed no less than 2 weeks prior to the Division Contest.

Appoint a host club and co-ordinator in the club (usually the club president) and acquaint the club with the District financial guidelines.

Select a venue and a suitable time to conduct the contest. Book the venue, negotiate costs and secure a written confirmation of all detail relevant to the contest.

Prepare a budget in conjunction with the host club. Submit the budget to the Budget and Claims Officer no less than 21 days prior to the contest date.

Study the Speech Contest Rulebook and refer to other documentation on the District 70 website relating to financial arrangements (including budgets) for contests.

### **Preparation and Promotion**

Area Governors - Send the contest details to the Division Governor to arrange a website listing on the Division website and advise the District 70 webmaster of the contest date. Ensure all clubs have plenty of notice of the dates for the contests.

Prepare a contest flyer and send it to all the clubs in the Area/Division and to the Division Governor.

Division Governors – Prepare a contest flyer and send it to the District 70 webmaster and to your Area Governors for distribution to your clubs.

Remind the contest chairman at the contest level below, to send the Notification of Contest Winners, Speaker's Certification of Eligibility and Originality and Biographical Data forms to you.

Ensure the contestants know the detail of the contest – venue, date and time.

Promote your contests through your clubs and club websites.

Invite special guests and send confirmation email/letter.

Prepare a program in conjunction with the host club.

Maintain a list of all expected attendees and give this to the door personnel collecting money. Include non-paying guests (judges, test speaker, District officers) on the list.

## **Provisions**

Organise and ensure all necessary equipment (in working order) and material is available for the contests -

- Club, Area and Division banners.

- Lectern

- Stop watch (plus spare)

- 2 x timing lights + spare batteries + back up timing cards

- Audio equipment if necessary

- Perpetual trophies – collect them and ensure that the latest winners have been engraved on the trophies

- Purchase supplies from District 70 – trophies, certificates for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place, certificates for participants, Speaker's Certification of Eligibility and Originality, Time Record Sheet and Instructions for Timers, Judge's Guide and Ballots (+ Tiebreaking Judge's Ballot) for all contests, Counter's Tally Sheet, Biographical Data Sheet, Notification of Contest Winner Form

- Black felt pen for writing names of winners on certificates (or arrange Calligrapher)

- Numbered cards to draw for contestant order

- Speech Contest Rulebook

Briefing notes for Chief Judge and Contest Chairman (refer District 70 website)

Folders containing Judge's Guidelines and Ballots, blank paper, an envelope, perhaps a Thank You card and a copy of the Speech Contest Rulebook.

A folder containing Time Record and Instructions for Timers for each contest and the Speech Contest Rulebook

A folder for the ballot counters with Ballot Counter's Tally Forms for each contest and the Speech Contest Rulebook

Provide copies of the Contest Chairman Briefing notes to all contestants.

## **Personnel**

The Area Governor is the contest chairman of the Area Contests and the Division Governor is the contest chairman of the Division Contests. The contest chairman can delegate some of the duties to experienced members.

Appoint a chief judge, (at least 5 judges for an Area Contest and 7 for a Division Contest), a tiebreaking judge, 3 ballot counters and 2 timers. Note that no judge shall be a member of any club in which a contestant is a member. It is recommended that no judge be related to a contestant.

For the Evaluation Speech Contest, appoint a test speaker (who should not be a member of your Area or Division or a relative or close friend of a contestant). The test speaker for the Area Contest is approved by the Division Governor and the test speaker for the Division Contest is approved by the Lt Governor Education and Training.

The contest chairman can appoint a contest toastmaster to conduct the actual contest.

For both the Evaluation Speech Contest and the Table Topics Speech Contest, 2 Sergeant-at-Arms are required.

Advise all contest personnel in advance of their duties and ensure that you receive a confirmation that they are available and willing to undertake their roles.

Advise Area Governors that the ballot counters, timers and sergeants-at-arms should be selected evenly between the clubs in the area.

## **Performance at the contest**

Get pre-paid registrations wherever possible, otherwise get the names of attendees (so you can follow up in the event of a no-show).

The contest chairman reviews the contest rules with the contestants, conducts a draw for speaking positions and acquaints the contestants with the speaking area as well as checking any special requirements. Briefing scripts are available on the District 70 website.

The chief judge selects a tiebreaking judge, and briefs the judges, timers and counters. The briefing script is available on the District 70 website.

## **Post contest**

Check the takings with the host club and ensure that the host club makes payments to all suppliers.

For the Area Contest, ask the host club to draw a cheque to cover the costs of the winners' participation at the next level of the contest and present this to the contest chairman (at the next level) at the end of your contest. Winning contestants at Division Contests are to self-register for the next level of the contest (District level) and are to be reimbursed directly by the host club for the Division contest.

Notify local media of results together with a photo.

Send thank you notes to contest officials and special guests.

Complete the Notification of Contest Winners and send same to the contest chairman at the next level of the contest, together with the Speaker's Certification of Eligibility and Originality and Biographical Data forms.

Wrap up the financial side by completing the Actual v Budget and notify the Budgets and Claims Officer of the financial outcome within 30 days of the contest or otherwise advise of the reason for not being able to submit the financial outcome (especially if there is a claim involved).

All the reference material needed can be found at [www.d70toastmasters.org](http://www.d70toastmasters.org)