



## **CHECKLIST FOR CLUB SPEECH CONTESTS**

### **Planning**

Check with your Area Governor for the dates of the Area Contests and then set the dates for your four contests as part of your club calendar for the year. The Humorous Speech and Table Topics Contests should be held between June and August. The International and Evaluation contests should be held between November and February. All contests should be complete no less than 2 weeks prior to the Area Contest. Some clubs conduct 2 contests at a meeting, others will only fit in one contest at a meeting together with other activities.

Plan the agenda for each contest meeting and allow time for the Chief Judge Briefing and the Contest Chairman Briefing. The briefings can either be conducted prior to the start of the meeting or during the meeting.

Study the Speech Contest Rulebook and refer to other documentation on the District website.

### **Preparation and Promotion**

Ensure all members have plenty of notice of the dates for the contests.

Inform your Area Governor of your contest dates.

Promote your contests through your club's newsletter and website and in the wider community.

Send contest forms to your members so they can familiarize prior to the contest meeting. Contestants are to complete the Speaker's Certification of Eligibility and Originality and Biographical Data forms. Contestants need only complete one form if competing in two contests at the same meeting.

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Invite special guests and send confirmation email/letter.

## Provisions

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

- Club Banner

- Lectern

- Stop watch (plus spare)

- 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 – *note that not all clubs have trophies for contests*

- 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

- Numbered cards to draw for contestant order

- Speech Contest Rulebook

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

## Personnel

The Club Vice-President Education is the Contest Chairman. The VPE can delegate some of the duties to an experienced club member.

Appoint a chief judge, at least 5 judges, a tiebreaking judge, 3 ballot counters and 2 timers (as far as practical). At club level, the recommended practice is to use all club members not otherwise engaged in the contest as judges. Only in exceptional circumstances (such as a low membership club) should internal judges be supplemented by outside judges. The use of all club members is important so that they become familiar with judging.

For the Evaluation Speech Contest, appoint a test speaker (who should not be a member of your club or related to a contestant).

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.

### **Performance at the contest**

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. It is recommended that no judge be related to a contestant.

The briefing can be done during the meeting as an education for club members. This is important for all members (whether contestants, judges or other officials) since the briefing is the main way members are introduced and educated in the methodology of the Toastmasters judging process. The briefing script is available on the District 70 website.

### **Post 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 Area Governor, together with the Speaker's Certification of Eligibility and Eligibility and Biographical Data Forms.

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