Area: Division:

Contest Date: Briefing Time: Contest Start:

Contest Site:

Area/Division Director:

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Contest Toastmaster:

Contest Chief Judge:

Others:

*\*NOTE: The Area or Division Director is ultimately responsible for a successful contest. The AD/DD may be the contest chair or appoint someone else to be the contest chair. Also, the contest chair and contest toastmaster may be the same person. Be sure to clarify who is responsible for which roles.*

# Contest Responsibilities

* Two (or three\*) separate briefings are held prior to beginning of event to ensure everyone involved understands the rules and their duties.
  + One briefing is the “Contestants Briefing” and is the responsibility of the Contest Chair. It is the briefing that all contestants, contest Toastmaster and the Sergeants-at-Arms attend.
  + The other briefing is the “Judges Briefing” and is the responsibility of the Chief Judge. It is the briefing that the contest voting judges, ballot counters and timers attend. The Tie-Breaking Judge does not attend this briefing and may meet with the Chief Judge separately.
  + \*There is a third and separate briefing for the Evaluation Speech Contest. The Test Speaker is briefed by the Contest Chair separately from all other participants.
* Communication between Chief Judge and Contest Chair is necessary as some of the tasks overlap.
  + Contest Chair is responsible for recruiting timers and ballot counters.
  + The Contest Chair or Chief Judge may recruit the judges. Only the Chief Judge selects the Tie-Breaking Judge and does not announce their selection to anyone else.
  + Chief Judge handles briefing for judges, timers, and ballot counters. The timers may also attend the speakers briefing so that speakers can see the timing device operation.
  + It is the responsibility of all contest staff to do their best to keep the identity of the voting and tie breaker judges a secret. This is often difficult; however, we do our best to keep the anonymity of the judges.
* Briefing documents as well as checklists and other helpful information for both Contest Chair and Chief Judge can be found on the District 35 website under the heading of “Resources,” “Speech Contest Resources.” Please contact the District Contest Coordinators or Chair with any questions.

Judges Briefing:

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| Judges, Timers, Ballot Counters conducted by Contest Chief Judge |
| Contestants, Contest Toastmaster, Sergeant at Arms (possibly the timers) conducted by Contest Chair |
| Test Speaker; conducted by Contest Chair |

Contestants Briefing:

Test Speaker Briefing:

*(only if Eval. Contest)*

# Overview of Contest Chair’s Responsibilities

* Plans, coordinates, and oversees operation of all contest activities.
* Works with clubs in the Area to ensure they are part of planning and implementation.
* Works closely with Area/Division Director to ensure success of contest.
* Sets a budget for the contest and communicates refreshment expectations to audience. Contests can have food and drinks with a stated cost to attendees to supplement the money provided by the district (contestants cannot be charged), a donation jar with a recommended donation (contestants can provide a donation), or no food/drinks or limited snacks at no cost to attendees. The important thing is to communicate expectations to attendees before the contest. (*Keep in mind breakfast meetings are generally less expensive*.)

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| **District Responsibilities** |
| provide Trophies |

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| **Area/Division Director Responsibilities (six weeks prior to contest)** |
| recruit Contest Chair (may be AD/DD or a different person) |
| recruit Chief Judge |
| verify Contestant Eligibility |
| bring Trophies |

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| **Contest Chair Checklist (one month prior to contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| secure Contest Site |  |  |  |
| set date within District parameters |  |  |  |
| create Contest Flyer *(with map)* |  |  |  |
| recruit Contest Toastmaster *(may be Contest Chair)* |  |  |  |
| recruit Test Speaker  *(if Speech Evaluation Contest, recommended from outside Area/District)* |  |  |  |
| provide Table Topic Question *(if Table Topics Contest)* |  |  |  |
| create Contest Agenda |  |  |  |
| provide Contest Agenda prints |  |  |  |
| solicit club members to bring Club Banners |  |  |  |
| provide Toastmaster Script |  |  |  |
| determine budget (*amount provided + cost charged to attendees – food and facilities cost*) |  |  |  |

**THREE WEEKS PRIOR TO CONTEST**

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| **Contest Chair Checklist (3 weeks Prior to Contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| recruit Ballot Counters (2-3) (*from at*  *least 2 different clubs*) |  |  |  |
| recruit Timers (2)  *(from different clubs)* |  |  |  |
| recruit Sergeants-at-Arms |  |  |  |
| recruit Registration Chair |  |  |  |
| recruit Photographer (*optional*) |  |  |  |
| recruit Refreshments Chair |  |  |  |
| recruit Awards Chair |  |  |  |
| recruit Facilities Chair |  |  |  |
| recruit Clean Up Crew |  |  |  |
| provide Speaker's Certification of Eligibility and Originality |  |  |  |
| provide Speech Contestant Profile Forms |  |  |  |
| if Eval contest, provide blank evaluation form |  |  |  |

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| **Chief Judge Checklist (3 weeks prior to contest – see below for day of contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| recruit judges (*minimum 5 for Area, minimum 7 for Division – equal representation among clubs/areas or from outside of area/division*) |  |  |  |
| recruit tie-breaking judge |  |  |  |
| check judges’ eligibility |  |  |  |

**ONE WEEK PRIOR TO CONTEST**

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| **Refreshments Chair Checklist (one week prior to contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| provide Food (*based on budget*) |  |  |  |
| provide Cups, Plates, Utensils,  Napkins, Containers, Trays |  |  |  |
| provide Beverages & Ice |  |  |  |
| provide Ice Chest(s) |  |  |  |

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| **Awards Chair Checklist (one week prior to contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| prepare award certificates *(blank or printed with all possible outcomes*) |  |  |  |
| prepare Certificates of Appreciation (for *helpers*) |  |  |  |
| prepare Certificates of Participation (*for speakers*) |  |  |  |

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| **Contest Toastmaster Checklist (one week prior to contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| collect Contestant Profiles and prepare topics to discuss |  |  |  |
| familiarize self with agenda and script |  |  |  |
| coordinate with AD/DD and Chief Judge on handoff points for announcement of winners and opening/closing event |  |  |  |

**DAY OF CONTEST**

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| **Facilities Chair Checklist (day of contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| provide Timing Lights |  |  |  |
| provide Timing Cards |  |  |  |
| provide Timing Device |  |  |  |
| post Sign(s) at Entrance, Street |  |  |  |
| provide Lectern |  |  |  |
| provide Gavel |  |  |  |
| display Club Banners or Division Banner |  |  |  |

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| **Chief Judge Checklist (day of contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| provide Judge’s eligibility forms |  |  |  |
| provide judge’s ballots |  |  |  |
| provide tie-breaker ballot |  |  |  |
| provide envelopes for ballots |  |  |  |
| provide pens/writing surface if needed |  |  |  |

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| **Registration Chair Checklist (day of contest)** | | | |
| **Task** | **Selection/Designation** | **Due Date** |  |
| provide sign-in sheet for speakers (*speakers can donate money but cannot be charged to attend*) |  |  |  |
| provide sign-in sheet for dignitaries *(collect fee)* |  |  |  |
| provide sign-in sheet for audience members *(collect fee)* |  |  |  |
| provide money box with enough money to make change OR provide jar for donations |  |  |  |
| provide pens for sign-in sheets |  |  |  |
| hand out agendas |  |  |  |

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| **Contest Roles** | |
| Ballot Counters (2-3) | REQUIRED PERSONNEL Three Ballot Counters must assist the Chief Judge in collecting ballots and determining contest results. The three must represent  two or more clubs (there should not be three from one club). |
| Timers (2) | REQUIRED PERSONNEL Two Timers must be present – one to time the contestants’ speeches, one to operate the timing device. Both help each other to ensure timing happens correctly. The two timers may not belong to the same club. It’s recommended the timers also time the “getting to know the contestants” segment (suggested: 1 minute per contestant) and any breaks. |
| Sergeants-at-Arms | REQUIRED PERSONNEL For most contests, there must be one to guard each door to the contest area. These SAAs are critical in providing a fair environment to each contestant and ensure people are quiet and do not arrive or leave during speeches.  If EVALUATION or TABLE TOPICS Contest, then an additional SAAs is required to escort contestants to and from the Sequestration Room, which is separate from the contest area. This SAA is responsible for monitoring timing for evaluation contests, making sure contestants are occupied and don’t have extra time to practice, and ensures the contest cannot be heard in the sequestration room if the share an adjoining wall. |
| Registration Chair | REQUIRED PERSONNEL The Registration Chair recruits Greeters, assists attendees with the sign-in procedures (including collecting fees and keeping money safe, if necessary) and directs people to the contest area or briefing locations. Please, do not ask attendees “Are you a Judge?” or “Which Briefing do you need?” – this “outs” our judges. All assistance can be safely delivered as “The contest is that door, the Contestant Briefing is in that room and Judges Briefing is in that other room.” |
| Refreshments Chair | Recommended personnel, if not recruited, the Contest Chair is responsible for duties. The Refreshments Chair is responsible for making sure there are food, drink, plates, utensils, cups, napkins, paper towels and all other items that make for the pleasant consumption of snacks and beverages. |
| Photographer | Recommended personnel if District Photographer not attending. Duties include taking up close pictures of Area/Division Director, Toastmaster, people filling key roles, pictures before contest and during break of 2-3 people in picture with lots of smiles! Pictures of contestants and winners. |
| Awards Chair | Optional personnel, if not recruited the Contest Chair is responsible for duties. The Awards Chair, well before the contest, prepares Certificates of Participation (for all contestants) and Certificates of Appreciation (for all helpers). The Awards Chair also prints blank award certificates for winners (to be filled in by Chief Judge after tally) or, if there are few contestants, prints awards certificates with all possible outcomes (Speaker A in First and Second Place, Speaker B in First and Second Place) for the Chief Judge to select after tally. |
| Facilities Chair | Optional personnel, if not recruited, the Contest Chair is responsible for duties. The Facilities Chair provides and sets up the Timing Lights, Devices, back up cards, signs at building entrance, signs at the street, lectern, gavel, and club or division banners. It is helpful if the Facilities Chair is in contact with the Contest host location personnel in case of lighting, security, or environmental conditions. |
| Clean Up Crew | Optional personnel, if not recruited, the Contest Chair is responsible for duties. District 35 members leave our host locations better than we find them. |

**CONTEST TIMELINE**

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| **As Soon as Possible in Season** | | |
| **Item** | **By** | **Description** |
| Select Dates for  Season | District  Director | At an early DEC in the season, dates are selected and assigned for club/area/division contest season. |
| Select Date for Contest | Area/Division Director | It is wise to coordinate with your fellow AD/DDs to share the burden if contests can be held sequentially at the same location. |
| Select Location | Area/Division Director | A host location must be secured. It is wise to coordinate with your fellow AD/DDs to share the burden if contests can be held sequentially at the same location. Contact clubs in the area for possible venues (corporate meeting facilities, libraries, club meeting locations, etc.) |
| Acquire Trophies | AD/DD from District  Director | D35 provides trophies at an early season DEC. Store them in a safe location and bring them to the contest. |
| Create Contest Flyer | Contest Chair or AD/DD | A template and requirements for creating flyers are on the District35.org website under Resources/Speech Contest  Resources. Be sure to not list the club each speaker is representing. List speakers and clubs in the area/division separately. |
| Recruit Contest Chair | Area/Division Director |  |
| Recruit Chief Judge | Area/Division Director |  |
| Recruit Contest Toastmaster | Contest Chair |  |
| Recruit Test Speaker | Contest Chair | *ONLY IF SPEECH EVALUATION CONTEST*. |
| **Closer to Contest** | | |
| Recruit Ballot Counters | Contest Chair | Get commitment from several people that will be attending the contest. Two to three are required from two separate clubs. |
| Recruit Timers | Contest Chair | Get commitment from several people that will be attending the contest. Two are required from two separate clubs. |
| Recruit Sergeant-at- Arms | Contest Chair | See Role Descriptions above for number. |
| Recruit Helpers | Contest Chair | Registration, Refreshments, Facilities, Awards Chairs |
| Recruit photographer | Contest Chair | Recruit someone to take pictures at your event. |

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| **Week Before Contest** | | |
| Make Agendas | Contest Chair | With input from Area or Division Director. Template and guidelines can be found on the District35.org website under Resources/Speech Contest Resources. |
| Arrange for Refreshments | Refreshments Chair |  |
| Recruit Greeters | Registration Chair |  |
| Prepare Certificates | Awards Chair | Participation, Appreciation, and Winner |
| Speaker Eligibility Forms | Contest Toastmaster | Ensure all contestants have signed and submitted. Have contestants sign at the contest if not provided ahead of time. |
| Speaker Profiles | Contest Toastmaster | Collect profile forms from Contestants and familiarize self with topics to discuss during |
| Coordinate on handoffs during event | Contest Toastmaster,  AD/DD and  Chief Judge | Discuss and coordinate contest details like:   * Who will open the contest? Which person will they introduce? * Who will announce dignitaries? * Who will present district announcements? * How will the Contest Toastmaster know when the contest results are ready? * Who is announcing the winners? Who will be at the lectern during the award presentation? * How will the contest close? |