



# **Toastmasters**

  

# **Contest Coordination**

  

# **Guide**

**Suitable for Area or Division Level Contests**

**July 2001**

**Prepared by Lynne Jungman, ATM-S**

## Special Notes:

- ❖ This guide is NOT meant as a substitute for the Toastmasters Speech Contest Rulebook. Knowing the rules to the contest is one of the keys to a successful contest.
- ❖ Some of the information in this Guide is based on the Toastmasters International 2001 Speech Contest Rules and may change in the future as the rules change.
- ❖ This Guide assumes the use of a Contest Chair – one person through which all the contest information flows in and out. Ideally the Contest Chair should be an assistant to the Area or Division Governor but the Governor themselves can be the Contest Chair if desired.
- ❖ This guide was designed for an Area with 6 clubs – giving each club some responsibility in the contest preparation and planning. If desired or necessary, some of these duties can be done by the Area Governor or Coordinator themselves (such as awards or publicity).
- ❖ This Guide was designed for use in planning an Area contest – but can be adapted for Division level contest.

## DIVISION OF RESPONSIBILITIES AMONG CLUBS/AREAS:

Note: This is only a suggestion. You may find other ways of dividing the responsibilities among your clubs that works better.

Host Club: Site/Food/Sergeant at Arms:	_____
Chief Judge:	_____
Chief Timer:	_____
Toastmaster::	_____
Registration/Finance:	_____
Publicity & Ballot Counter:	_____
Contest Chair (usually an area assistant):	_____

## RESPONSIBILITIES OF EACH CLUB:

2 Judges  
1 speaker per contest

## Toastmasters Speech Contest Coordination Guide – July 2001

---

### **BUDGET (if providing a meal):**

	Sample:	Previous Contest:	Estimate:
Admission Price with Meal	\$10.00		
X Attendees	20		
= Revenue	\$200.00	\$0.00	\$0.00
 Admission: Contest Only	 \$5.00		
X Attendees	5		
= Revenue	\$25.00	\$0.00	\$0.00
 Trophy Reimbursement from Toastmasters	 \$25.00	 \$25.00	 \$25.00
	\$250.00	\$25.00	\$25.00
<b>Total Revenues</b>	<b>\$250.00</b>	<b>\$25.00</b>	<b>\$25.00</b>
 Expenses:			
Food			
# of attendees wanting dinner	21		
Cost of dinner per attendee	\$7.00		
Total cost of food	\$147.00		
 Room Charge	 \$20.00		
Trophies & Certificates	\$50.00		
Flyers/Programs/Publicity	\$10.00		
Contingency (5-10%)	\$20.00		
	\$247.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$247.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
 <b>Total Revenues - Total Expenses</b>	<b>\$3.00</b>	<b>\$25.00</b>	<b>\$25.00</b>

**Note:** At the Area contests - Division Governors or their representatives are considered the guest of the Area and do not pay admission or for a meal. At Division contests the District representative doesn't pay.

### **BUDGET (if not providing a meal):**

	Sample:	Previous Contest:	Estimate:
Admission Price	\$5.00		
X Attendees	30		
= Revenue	\$150.00	\$0.00	\$0.00
 Trophy Reimbursement from Toastmasters	 \$25.00	 \$25.00	 \$25.00
	\$175.00	\$25.00	\$25.00
<b>Total Revenues</b>	<b>\$175.00</b>	<b>\$25.00</b>	<b>\$25.00</b>
 Expenses:			
Food (drinks and snacks)	\$50.00		
Room Charge	\$20.00		
Trophies & Certificates	\$50.00		
Flyers/Programs/Publicity	\$10.00		
Contingency (5-10%)	\$20.00		
	\$150.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>\$150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
 <b>Total Revenues - Total Expenses</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>

## Contest Agenda – For use by Key Players

**Times are approximate - adjust times as appropriate for your contest**

- 5:15 **Meeting of Key Players** to review agenda  
**Area Governor, Toastmaster, Chief Judge, Chief Timer, Sergeant at Arms,**
- 5:30 Food available  
**Toastmaster** checks out AV/lectern/microphone – get instructions from Host Club if necessary  
**Registration begins**
- See Registration section for details on what to put at Registration table
- 5:30 **Chief Judge meets with Timers & Ballot Counters**
- Set up timing lights in an area where they are visible to the contestants but NOT to the audience. Test timing lights. Ensure timing devices are working.
  - Give timing sheets to Chief Timer and Assistant Timer. Review timing of contest (details on timing sheet).
  - Review procedure for picking up ballots with Ballot Counters
- 5:40 **Chief Judge meets with Judges**
- See Chief Judge section for details on this pre-contest meeting
- Toastmaster meets with Contestants**
- Get bio forms
  - Get correct pronunciation of names and speech titles
  - Check if need special A/V needs or setup (if using microphones, review procedure)
  - Draw for speaking order
- 5:50 **Chief Judge meets with Contestants**
- Review contest procedures and rules with contestants
  - Demonstrate lights to contestants to ensure that they are clearly able to see the lights.
  - Get Certificates of Originality and Eligibility from contestants

---

6:00 **Area Governor or Sergeant at Arms** calls the meeting to order.

**Invocation:** Can be given by S of Arms or any other person designated by Area Governor.

**Area Governor** welcomes the audience, recognizes distinguished guests and introduces Toastmaster

- Distinguished guests include all International/Regional/District/Division representatives.

### **Toastmaster**

- Opening remarks/ warm-up audience
- Toastmasters announces:
  - Restroom is \_\_\_\_\_.
  - Please do not leave or enter the room while contestants are speaking.
  - BRIEF review of the agenda (for example: Tall Tales Contest, short break, Humorous Contest, Interviews, Announcements, Awards and Adjournment).
  - Introduce Chief Judge.

### **Chief Judge**

- State that the rules and timing have been reviewed with the contestants.
- Review procedures (see below)
- Demonstrate timing lights and explain timing of first contest
- Remind audience not to talk to any of the judges or ballot counters about their duties
- Turn meeting back over to Toastmaster

### **Contest Procedures:**

**Tall Tales, Humorous & International Contests:** The Toastmaster will introduce each contestant with their name and title of speech only. When the contestant has finished speaking, there will be one minute of silence to allow the judges to complete their ballots before the next speaker is introduced. Continue in this process until the last contestant. After the final speaker is done, there will be silence until all ballots have been collected.

## Toastmasters Speech Contest Coordination Guide – July 2001

---

**Table Topics Contest:** All contestants except for the first contestant will be taken out of the room by the Sergeant at Arms. The Toastmaster introduces the contestant with their name only. The TM will read the Table Topics question, then read it again a second time. After the contestant has given his answer there will be one minute of silence for the judges to complete their ballots. During this time, the Sergeant at Arms can bring in the next contestant. Continue in this process until the final contestant. When the final contestant has finished speaking, there will be silence until all ballots have been collected.

**Evaluation Contest:** A target speaker will deliver a standard 5-7 minute Toastmaster speech. After the target speaker has finished, the contestants will be given 5 minutes to work on their evaluations. After 5 minutes, all contestants except the first are taken out of the room by the S. of Arms. The first contestant is introduced by the Toastmaster by name only to give his evaluation of the target speaker. When the first contestant is finished, there will be one minute of silence to allow the judges to complete their ballots. Continue in this process until the last contestant. When the last contestant has finished, there will be silence until all the ballots have been collected.

6:10 **Toastmaster** announces the beginning of the first contest (usually Tall Tales, Table Topics or Evaluation) and gives the order of speakers.

- If the first contest is Tall Tales, the TM introduces the first speaker using the following format: "Name of Contestant, Title of Speech, Title of Speech, Name of Contestant" then follows procedure given above.
- If the first contest is Evaluation, the TM introduces the target speaker using the same format then follows the procedure given above.
- If the first contest is Table Topics, the S. of Arms takes all contestants except the first out of the room; the TM introduces the first contestant and follows the procedure given above.

Note: The **Chief Judge or Chief Timer** signals Toastmaster when minute of silence is up.

After the final contestant has spoken, give judges time to complete their ballots. When **Chief Judge** signals that all ballots have been completed, announce a 5-10 minute break (if agenda allows). The **Chief Judge** and **Ballot Counters** leave the room to tally the ballots from the first contest (if time allows).

6:40 10-Minute Break

6:50 **Toastmaster:**

- Announces that the next contest (Humorous or International)
- Gives the order of the contestants
- Review the timing and timing signals (or reintroduce the Chief Timer or Chief Judge to do this.) (Green light at 5 minutes, Yellow light at 6 minutes, Red light at 7 minutes) The minimum time is 4 ½ minutes and the maximum time is 7 ½ minutes. The red light is NOT turned off when the maximum time has been reached.
- Announce the first speaker. Speakers are announced in the following manner: "Name of Speaker, Title of Speech, Title of Speech, Name of Speaker". Follow contest procedure given above.

7:20 After final contestant has spoken, give judges time to complete their ballots. Chief Judge will signal Toastmaster when all ballots have been completed.

**Chief Judge and Ballot Counter(s)** leave room to tally results.

**Toastmaster** calls up the speech contestants, conducts a short interview (limit to ONE question per contestant!) and gives them their Certificates of Participation. **Toastmaster** then reintroduces the **AG**.

7:30 **Area Governor** passes out Certificates of Participation to other key players and makes any necessary announcements. (for example: information about Division and District contests)

**Area Governor** calls up **Division Governor** to help pass out awards. (Note: If there were any disqualifications due to timing or originality, announce that BEFORE announcing the winners.)

7:40 **Area Governor** adjourns the meeting.

**Chief Judge** ensures that 1<sup>st</sup> and 2<sup>nd</sup> place winners complete the Notification of Contest Winner forms and then gives completed forms to Division representative.

## **Planning Timetable**

- 2-3 Months before contest: Start promoting contests during club visits
- 6-8 Weeks before contest: Hold Area Council meeting  
Determine which clubs will be playing which contest roles  
Set contest date and time and possible locations  
Distribute contest forms to clubs
- 5-7 Weeks before contest: Contest Chair and/or Host Club should check availability and suitability of possible locations.
- 4-6 Weeks before contest: Have contest location booked  
Create contest flyer and distribute to all clubs  
Trophies should be order if coming from Toastmasters International.
- 1-2 Weeks before contest: Clubs should conduct club level contests and determine who will be representing the club as contestants, judges and any other role they have been given.
- Clubs should contact the Contest Chair with the names AND phone numbers of their contestants and the names of their judges, timers, etc.
- 1 Week before contest: If trophies are coming from a local source, once the number of contestants has been determined, order trophies.
- If offering a meal option for the contest, this should be the cutoff for ordering.
- Create draft contest agenda and e-mail to key players.
- 2-3 Days before Contest: Pick up trophies.  
Make Certificates of Participation for Contestants and Key Players.  
Place final order for food (if necessary).  
Finalize contest agenda and make copies.

### **Supplies needed the night of the contest (Responsible person).**

- ❖ Timing Lights (Chief Timer or Host Club)
- ❖ Stopwatch (Chief Timer or Host Club)
- ❖ Back up timing lights or materials (Back up timer or Contest Chair).
- ❖ Back up stopwatch (Back up timer or Contest Chair.)
- ❖ Copy of contest rules (Chief Judge)
- ❖ Contest Forms (Chief Judge):
  - ❖ Speakers Bio
  - ❖ Speakers Eligibility & Originality
  - ❖ Timing
  - ❖ Ballot Counting
  - ❖ Judging form for both contests
  - ❖ Notification of Contest Winner
- ❖ Flyers for Division contests and District conference/contest (Area Governor)
- ❖ Change (Registration club or AG or Contest Chair)
- ❖ Registration Form (Registration club or AG or Contest Chair)
- ❖ Nametags and Sharpie pens for writing on nametags (Contest Chair or AG)
- ❖ Toastmasters banner (Host Club)
- ❖ Lectern (Host Club)
- ❖ Trophies & Certificates (Contest Chair or Area Governor)
- ❖ Extension Cord (just in case)
- ❖ Signs that show the direction to the contest and tape for posting signs (Host Club)

### **Participants (people) required for contest:**

- ❖ Toastmaster
- ❖ Chief Judge
- ❖ Chief Timer
- ❖ Assistant Timer
- ❖ Sergeant at Arms (from Host club)
- ❖ Judges (2 from each club)  
(Minimum of 5 total for Area contests and 7 total for Division contests)
- ❖ Ballot Counters (2)

### **Keys to a Successful Contest:**

- ❖ Don't reinvent the wheel! Talk to the former Area Governor or Contest Coordinator to find out what worked and didn't work at previous contests. If it worked – do it again!
- ❖ Start planning and promoting several months before the contest
- ❖ Choose key players (Contest Chair, Toastmaster, Chief Judge, Chief Timer) well in advance and make sure they attend training and/or read the contest rules.
- ❖ READ THE RULES! KNOW THE RULES! READ THE RULES!
- ❖ Keep it as simple as possible
- ❖ Maintain flexibility – plan for contingencies.
- ❖ All Key Players should remain in touch while planning contest and meet at least 30 minutes before contest to review agenda for the evening.
- ❖ Involve all your clubs in planning and putting on the contest. It makes it much more fun!

### **Contest Chair**

- ❖ Track all the details of the contest and ensure that clubs are completing their assignments. Read and become familiar with the Speech Contest Rules and all of this Guide.
- ❖ Work with Area Governor to develop working contest agenda.

#### **Before the contest:**

- ❖ See Timetable
- ❖ Pre-contest registration is handled by Contest Chair.
- ❖ Should be able to take registrations during the day or the evening (an answering machine is fine during part of the day). When people call to register, get the following information from them:
  - Their name
  - Club name
  - Role in contest (speaker, judge, etc.)
  - Do they want a meal (if you are providing a meal option)

#### **Night of Contest:**

- ❖ Arrive early to check out location.
- ❖ Gather all participants and lead Key Players Meeting at least 30 minutes before contest.
  - Review the agenda for the evening from start to finish. Ensure that everyone knows who is doing what and when.
  - Key Players are Area Governor, Contest Chair, Toastmaster, Chief Judge, Chief Timer & Sergeant at Arms.
- ❖ Be prepared to provide any assistance and control during the event. Be alert for any necessary corrections or omissions that may accidentally occur and make the appropriate corrections.  
Except the unexpected.

## Area Governor

- ❖ Read and become familiar with the Contest Rulebook and all of this Guide.
- ❖ Work with Contest Chair to develop working contest agenda.

### **Before the contest:**

- ❖ Hold Area Council meeting several months before contest to plan.
- ❖ See Timetable for remainder of pre-contest to-do's.

### **Night of Contest:**

- ❖ Participate in Key Players meeting at least 30 minutes before Contest begins.
- ❖ After the Contest Chair or Sergeant at Arms has called the meeting to order, they will turn control of the meeting over to you.
- ❖ Welcome all attendees and introduce the Toastmaster.
- ❖ At the end of the contests, the Toastmaster will again turn control of the meeting to you.
- ❖ Introduce the representative from the Division or District and invite them up help you hand out the awards.
- ❖ If there were disqualifications made based on time, before announcing the winners announce this, but DON'T announce which contestants were disqualified.
- ❖ One of you will announce the winners and one will hand out the trophies. Always announce the winners in reverse order (the 1<sup>st</sup> Place winner should be announced LAST).
- ❖ Make all necessary announcements
  - Date and location of next levels of the contest (Division & District).
  - 1<sup>st</sup> and 2<sup>nd</sup> place winners will need to complete the Notification of Contest Winner form before leaving.
  - Any other announcements.
- ❖ Throughout the contest - be prepared to provide any assistance and control during the event. Be alert for any necessary corrections or omissions that may accidentally occur and make the appropriate corrections. Except the unexpected.

## Toastmaster

### **General:**

- ❖ Act as Master of Ceremonies for the speech contest.
- ❖ Ensure adherence to the time schedule of the program.
- ❖ Should be familiar with contest rules and procedures.

### **Before Contest:**

- ❖ Prepare opening remarks.
- ❖ Get names of contestants from Contest Chair at least one week before contest if possible. Call all contestants to discuss:
  - Any special audio visual needs
  - Correct pronunciation of contestant's name
  - Review times of pre-contest meetings
  - Ensure contestant has and is filling out Bio and Eligibility Forms – if not get them the form or tell them it will be available at Contest Registration Table. Note: Contestants for ALL Contests need to fill out both Bio and Eligibility Forms. (Note that even Table Topics and Evaluation contestants need to complete an Eligibility form. The originality portion of the form doesn't pertain to them, but they still need to be eligible to compete.)

### **Supplies to bring to Contest:**

- ❖ Text for opening remarks.
- ❖ 2 sets of slips of paper number 1-6 for contestants to draw for order of speaking.
- ❖ Contest program & agenda.

### **Just Before Contest:**

- ❖ Meet with all contestants before contest begins to:
  - Determine order of speaking..
  - Verify pronunciation of speakers' names & titles of speeches
  - Explain contest procedures.
  - Find out if any speaker has special needs or requests (i.e. microphone, overhead, will they be using the lectern?)
  - Get completed Biographical forms from contestants
  - Ensure speakers have completed "Speaker Certification of Speech Originality" and give to Chief Judge.
  - Review contest rules with contestants:
    - . Timing of speeches
    - . Originality
    - . Judging process

### Toastmaster Continued:

#### During Contest:

- ❖ After being introduced, make a few opening remarks. Welcome audience and introduce all distinguished guests by name. Warm up the audience with appropriate humor or a few jokes.
- ❖ Introduce the Chief Judge ( \_\_\_\_\_ ) to explain contest and timing rules.
- ❖ Announce the beginning of the contest. Remind audience members that no one should leave the room during the contest.
- ❖ Give the order of the contestants for the first (Table Topics) contest. Ask the Sergeant at Arms to take all of the contestants except the first one out of the room.
- ❖ Introduce the first contestant for the first contest - use JUST their name if Table Topics or Evaluation.
- ❖ Allow one minute of silence after each evaluation for the judges to complete their ballots. Wait for the signal from the Chief Judge/Timer. Ask the Sergeant at Arms to bring in the next contestant and repeat the process.
- ❖ After the final contestant allow as much time as necessary for all of the judges to complete their ballots. The Chief Judge will collect the ballots.
- ❖ Announce the break if there is one built into the agenda for the evening.  
Watch the time. If you are running behind schedule you may wish to cut the break short.
- ❖ Call the meeting back to order after the break.
- ❖ Announce the beginning of the second Speech contest. Give the order of the contestants for the International Speech Contest.
- ❖ Introduce the first speaker for the International Speech Contest. When introducing speech contestants only give the speaker's name and the title of the speech. The customary introduction of a speech contestant is simply as follows: "John Smith, ' A Story of Thanksgiving', ' A Story of Thanksgiving', John Smith".
- ❖ Allow one minute of silence between each speech for judges to mark ballots. Wait for signal from Chief Judge/Timer before introducing next speaker.
- ❖ After final speaker, Chief Judge and Counters will pick up ballots from judges. If necessary, ask audience to remain seated and maintain silence until all the ballots have been collected.
- ❖ While ballots are being counted, interview speakers and give out certificates of participation. Use the contestants Bio forms to get ideas for the interview questions. Limit your interview to one question per contestant.
- ❖ Introduce Area Governor to present awards. Area Governor closes contest.

### **Location/Food/Sergeant at Arms (Host Club)**

#### **Location:**

- ❖ Large enough room to hold attendees, plus lectern up front and registration table near entrance.
- ❖ Noise - keep outside noise to a minimum
- ❖ Pick a location where there are no other functions being held the night of the contest - either at or near the location. Other functions affect the noise level, parking and service level.
- ❖ Lighting: There should be enough light for contestants, Toastmaster, judges and timer to see their materials.
- ❖ Likely locations: corporation meeting rooms, community/library meeting rooms. Restaurants may be used if they have a meeting room – but this can get expensive. Avoid hotels – they tend to be much too expensive.

#### **Food:**

- ❖ If providing just refreshments, buy assorted sweet/salty snacks and drinks – make sure you have water available. Provide plastic/paper glasses and plates and napkins.
- ❖ If you need to provide a meal:
  - Buffet works best - it's quicker, there's less distraction from waiters moving between tables, it's more flexible and less expensive.
  - Cost per person: Keep below \$7-8 (including drink if possible-water/coffee at least)
  - Should be a choice of 3 entrees - at least one should be vegetarian.
  - Some easy suggestions are pizza or party sub sandwiches.
- ❖ Make sure food can stretch to include a few more attendees if necessary.
- ❖ Food should be available by one hour before the contest at the latest.
- ❖ Check with Area Governor on method of payment.

#### **Club or restaurant will need to provide:**

- ❖ Lectern
- ❖ Microphones if necessary – both clip-on microphone and lectern microphone
- ❖ AV equipment where needed and possible (check with speakers to see if necessary)
- ❖ Timing Lights if they have them

### **Sergeant at Arms:** (Provided by Host Club)

#### ❖ During the Contest:

- Call the contest to order
- Give the Invocation
- Introduce the Area Governor.
- Watch the doors to the room. People shouldn't enter or leave the room while a contestant is speaking.
- Evaluation contest & table topics contests - be familiar with process. You will need to take the contestants out of the room for both of these contests.

### **Room Set-Up:**

- ❖ Distribution of tables: All attendees should be able to see lectern. There should be enough space between the tables to walk easily.
- ❖ Make and post direction signs wherever appropriate to guide attendees to correct contest site.
- ❖ Ideally, there should be tables for all attendees, but chairs only will be OK if necessary.
- ❖ Extra tables needed:
  - One table for registration with two chairs – put in front of or just inside the door to the meeting room.
  - Tables for food.
  - Table for timers and timer lights. This will probably need to be near an outlet so that the lights can be plugged in. It must also be clearly visible to contestants, but not to the audience.
  - Small table next to the lectern for display of trophies and any props used by speakers.

### **General:**

- ❖ Waiters and servers at the site should be informed of the agenda for the speech contest.
- ❖ Check out all audio visual equipment sometime before the contest. Double check the night of the contest.

## Chief Judge/Ballot Counters & Chief Timer

### **Chief Judge:**

- ❖ Should be an experienced Toastmaster familiar with contest rules and procedures.
- ❖ Each club should be represented by 2 judges. The coordinator will let you know who they are. You should appoint one additional tie-breaker judge to be used if necessary. No one but you should know who the tie-breaker judge is. In order to avoid bias, the tie-breaker judge must not be a member of any of the competing clubs/areas.

### **Chief Timer:**

- ❖ Chief Timer will need a stopwatch and timing lights. A secondary timing system should be available for use if the primary timing device fails.
- ❖ Come early to contest to find out how timing indicators work.
- ❖ Get timing forms from Chief Judge.
- ❖ There are two timers. One will run the timing lights and both will record speech times.

### **Ballot Counter:**

- ❖ Chief Judge acts as the Chief Counter and oversees other ballot counters.
- ❖ Count all ballots twice to ensure accuracy.

### **Supplies to Bring to Contest:**

- ❖ Copy of rules for both Table Topics & International contests.
- ❖ Judge's Guide and Ballot for both Table Topics and International contest for each judge (get these at the Judges Training or from your Division Governor or from the Toastmasters International catalog). *TIP: Copy all forms ( Bio forms, judging guides, timing reports, ballot counter sheets, etc) for the primary contest (Humorous or International) on one color paper and all forms for the secondary contest (Table Topics, Tall Tales or Evaluation) on a different color paper. I've discovered that white and yellow are the best colors.*
- ❖ Pencils with erasers
- ❖ Copies of "Speaker Certification of Speech Originality" forms and Bio Form (one for each speaker plus several extras)
- ❖ Timing report sheets and instructions
- ❖ Vote counters sheets and instructions
- ❖ Notification of Contest Winner form
- ❖ Calculator(s)

### **Just Before Contest:**

- ❖ Give Registration table the blank "Speaker Certification of Speech Originality" forms and Bio forms. He will give them to the speakers to complete and return to you before the contest. Bio forms should be given back to Toastmaster before contest begins. Originality forms should be returned to you.
- ❖ Meet with judges to review contest rules and judging procedures.
  - Pass out copies of the judging forms and the contest rules. Ask the judges to review both before the contest begins.
  - Remind them of the Judges' Code of Ethics. (Note: Judges CAN vote for contestants from their own club. There was once a rule that they couldn't, but this is no longer the case.)
  - Check for the correct number of judges. Ideally there should be two judges from every club with a contestant. The MINIMUM number of judges for an area contest is 5. The minimum number of judges for a Division level contest is 7.

## Toastmasters Speech Contest Coordination Guide – July 2001

---

- Ask them not to sit by each other. Judges should be spaced out throughout the room.
  - Have the judges sign their ballots
  - Explain how to use the ballots
    - .Award points to each contestant using guidelines on ballots.
    - .When all contestants have spoken, use total points for each contestant as a guide in choosing 1st, 2nd and 3rd. (Note: You don't HAVE to follow the point totals – they are meant as a guide.) Record your choices on the bottom of the judging form. Tear off the bottom of the form and hold it up to be collected by the ballot counters.
  - Remind judges not to consider timing of the speeches when judging.
  - Review originality criteria and procedures for challenging originality if necessary (see Contest Rules).
- ❖ Meet with timers to give them the timing forms, review speech timing rules and procedures and test timing lights.
- ❖ Meet with contestants to review procedures and rules and timing.

### **During Contest:**

- ❖ Toastmaster will introduce you at the beginning of each contest to review the contest rules and procedures.
- Remind audience that judges' ballots are confidential. Please don't ask the judges about their ballots.
  - Announce that there will be one minute of silence after each speaker is finished for the judges to complete their ballots.
  - Review the timing for the contest. Demonstrate the timing lights for the audience.
- ❖ After each speaker, the judges will have approximately 1 minute to complete the ballot for that speaker. You will need to give the Toastmaster a signal when one minute is up. When all the speakers for that contest have finished and the ballots are completed, collect the ballots, check them for correctness.

### **When Contests Are Completed:**

- ❖ Collect the timing sheets and ballots
- ❖ Go outside the room or to a far corner to count the ballots with the other ballot counters.
- ❖ Ballot counting process:
- Write the names of the contestants across the top of the form.
  - Write the names of all of the judges down the left side of the form.
  - One ballot counter will read off each judge's ballot while the other records the appropriate points on the form (3<sup>rd</sup> Place = 1 point; 2<sup>nd</sup> Place = 2 points; 1<sup>st</sup> Place = 3 points).
  - When finished, add up the columns for each speaker.
  - Double check the totals. (One way to do this is to add all the totals at the bottom of the page. The sum of the totals should add up to a number that is divisible by 6 (3+2+1=6).

## Toastmasters Speech Contest Coordination Guide – July 2001

---

- Use the tie breaker judge's ballot only if necessary.
- ❖ Check timing sheets to see if any of the winners were outside the time limits. If there are any disqualifications made due to over or under time, either announce this yourself or give it to the Area Governor to announce right before the results are announced.
- ❖ Write down the names of the 1st, 2nd (and 3rd place if appropriate) winners for each contest and bring it back to the Area Governor. Because the winners will be announced in reverse order – remember to write them down in reverse order.
- ❖ If you notice that the Area Governor is announcing the contest winners incorrectly, interrupt and correct immediately.
- ❖ All ballots and time sheets are considered confidential. Chief Judge takes them and destroys them.
- ❖ After the contest, ensure that the Notification of Contest Winner forms are completed by the 1<sup>st</sup> and 2<sup>nd</sup> Place winners in both contests and the completed forms are given to the Area Governor.

## Publicity

### **Flyers:**

- ❖ Should contain the following information:
  - Contest title
  - Contest date and day of the week
  - Contest time (specify registration, meal, contestant and judges meeting times & contest times)
  - Location of contest and map and/or directions
  - Admission price (with and without meal) (before and after deadline date if appropriate)
  - Menu information
  - Contact for registration and deadline for registration for meal if necessary.
  - Who is invited to attend (family and other guests are welcome)
  - To whom checks should be made out (\_\_\_\_\_)
  
- ❖ Timing: Mail to club presidents, area governor, all other area governors within your division, division governor and the District Lt. Governor of Education (Judy Southwick) at least FOUR weeks before the event.

### **Programs:**

- ❖ Should contain:
  - Agenda for the evening
  - Names of contestants in alphabetical order. However, in order not to influence the judges, do not include the contestant's club, educational level or title of speeches.
  - Names of Area Governor, Toastmaster, Chief Judge, Chief Timer, Ballot Counter, Sergeant at Arms
  
- ❖ May contain:
  - Summary of judging criteria for contest.
  - List of clubs / club presidents in the area
  - Toastmasters International Mission or Club Mission

### **Night of Contest:**

- ❖ Arrive at least 15 minutes before registration begins with programs.

Note on Finances: Agree in advance with Area Governor how to handle costs.

## **Registration/Finance**

### **Before Contest:**

- ❖ Pre-contest registration is handled by Contest Chair.

### **Night of Contest:**

- ❖ Provide nametags and pens (Sanford Sharpie pens work best for nametags).
- ❖ Turn in list of attendees and revenues/expenses to Area Governor after contest.
- ❖ Arrive at the contest at least 1/2 hour before registration is scheduled to begin. You should have 2 people manning the registration table.
- ❖ Get the list of attendees who have pre-registered from the Contest Chair.
- ❖ As people check in, ask them if they have a role in the contest that night and remind them of their meetings before the contest.
  - For an Area contest, the representative from the Division level does not need to pay. At a Division level contest, the representative from the District level does not need to pay.
  - Hand out bio forms and originality forms to contestants as they enter.
  - Chief Judge may ask you to help distribute judging forms also.
- ❖ Other items to display at the registration table:
  - Contest trophies
  - Flyers for next levels of the contest (Division & District)
  - Locations of pre-contest meetings for contestants and judges/timers

### **Finance:**

- ❖ Keep track of all revenues for the contest.
- ❖ As much of the finances as possible should be channeled through the Area Governor - not the club responsible for registration & finance.
- ❖ Bring change to contest (\$1's and \$5's)

### Certificates & Awards

- ❖ Provide certificates of participation for the following:
  - Speech Contestants
  - Contest Chair
  - Toastmaster
  - Chief Judge
  - Chief Timer
  - Sergeant at Arms
  
- ❖ Purchase and engrave trophies for each contest - # of trophies awarded depends on # of contestants:
  - 3 trophies if 5+ contestants
  - 2 trophies if 4 or less contestants
  
  - Find provider of trophies and price them early in the process. Purchase if necessary, but don't engrave until you know how many contestants there will be in the contest (coordinator will call you one week before contest).
  
  - Pay for trophies and certificates out of your own funds or arrange to be billed. Submit receipt to Area Governor. You will be reimbursed after the contest by the Area Governor.
  
  - You don't have to go with the traditional type of trophies if you wish. Some alternatives are: Nice certificates for the winners placed in certificate/document holders. Gift certificates for the Toastmasters International catalog.



### **“Snacks” Food assortment example - enough for 25-35 people :**

- 3 Bags salty snacks:
  - I.E. Pretzels, potato chips, Gardettos, popcorn
- Several dozen “mini” cookies (not regular size)
- Red licorice whips (Twizzlers) or Snack size candy bars
- M&M’s
- Grapes
- Baby carrots
- Drinks
  - 4-5 two liter bottles of soda - Mix of regular and sugar-free and caffeine-free
  - 2 litter bottles of spring water
  - Ice for the drinks
- 36 snack size paper or plastic plates
- 36 plastic cups
- Napkins