

## Before the Contest

### **Contest Master:**

For contests above the Club-level, obtain the **Notification of Contest Winner** form (1182) for each contestant and a **Contestant Biographical Information Sheet** (1189) for each contestant. Ideally, these should come to you from the previous-level Contest Master, but it's better to seek them yourself to make sure you get them in plenty of time.

For Humorous Speech or International Speech Contests, obtain a **Speaker's Certificate of Eligibility and Originality** (1183) for each contestant. Ideally, each contestant will fill out this form one time and it will pass from Contest Master to Contest Master; however, you'll need to have a contestant fill out a new one if you don't receive the one from the previous-level contest.

## Contest Supply Lists

### **Contest Master, bring:**

1. **Speech Contest Rulebook** (1171)
2. **Contestant Biographical Information Sheets** (1189)
3. **Notification of Contest Winner** (1182) to send to the Contest Master for next level of contest).
4. Agenda
5. Amplifying equipment and extension cord
6. Numbers to draw for speaking position
7. Money for registration desk to make change, if applicable
8. Sign-in sheets
9. Refreshments, if desired
10. Certificates of Participation
11. Awards
12. Flag
13. Pens (Evaluation Contestants, Timers, Counters and Judges)
14. Scripts for briefing
15. Programs

### **Chief Judge, bring:**

1. **Speech Contest Rulebook** (1171)
2. **Judge's Guide and Ballots** [International Speech (1172), Humorous Speech (1191), Evaluation (1179), Table Topics (1180)], enough for all Judges and extras, be sure judging criteria and Code of Ethics are on back
3. **Tiebreaking Judges's Guide and Ballots**, [International Speech (1188), Humorous Speech (1191A), Evaluation (1179A), Table Topics (1180A)] in envelopes, with extras, be sure judging criteria and Code of Ethics are on back
4. **Time Record Sheet and Instructions** (1175), with extras
5. **Counters' Tally Sheets** (1176), with extras
6. **Speaker's Certification of Eligibility & Originality** (1183), with extras
7. **Contestant Biographical Information Sheet** (1189), with extras
8. Timing lights, backup bulbs and backup timing cards
9. Extension cord
10. 2 stop watches
11. Scripts for briefing
12. Scripts for Chief Judge Comments during Contest

## Contestants' and Sergeant-at-Arm's Briefing

- Review pronunciation of contestant names.
- Draw for speaking positions. Any speaker that is absent gets the leftover number.
- Review contest rules and timing.
- Note that Timer will leave Red light on until the speaker finishes speaking.

Timing Lights	Evaluation	Humorous	Table Topics	International
Green	2 min.	5 min.	1 min.	5 min.
Amber	2.5 min.	6 min.	1.5 min.	6 min.
Red	3 min.	7 min.	2 min.	7 min.

- Acquaint contestants with speaking area.
- Test timing lights while each contestant, in turn, is in the speaking area.
- Determine whether or not any contestant is visually impaired. If so, determine method of announcing timing (contestant's preference).
- Determine whether or not any contestant has trouble distinguishing colors. If so, explain the location of each colored light to the contestant.
- Determine which contestants will use the lectern, if any, and discuss where it is to be located for use. The Sergeant-at-Arms and Contest Master will coordinate relocating it for speaker use.
- If there is audio equipment, explain its use. Test it thoroughly. Each contestant may test the equipment. Make arrangements to have contestants come forward during 1 minute of silence to have lapel microphone attached and be ready.
- Contestants should not wear name badges (they show educational level).
- Explain reasons and procedures for a Protest (table below). Judges and Contestants may file a protest. If they have a protest, they must file it with the Contest Master or Chief Judge prior to the announcement of winners.

Evaluation = Eligibility	Table Topics = Eligibility
Humorous = Eligibility or Originality	International = Eligibility or Originality

### For All Contests:

- As each contestant enters the room, he/she should go to the front of the room and wait at the side to be introduced.
- Explain how the Contest Master will introduce each contestant ("name, speech title, name" for speech contests and "name, name" for Evaluation or Table Topics contests).
- Review with Sergeant-at-Arms how/when to secure entrance(s) to the room.
- The Contest Master should determine whether or not any contestant will require assistance to walk to the speaking area. The Contest Master or Sergeant-at-Arms will assist, depending on needs.
- Advise contestants that the announcement of results is final.

*Continued Contestant's Briefing*

For Table Topics:

- Announce location where contestants are to go (except first contestant) while waiting their turn.
- Sergeant-at-Arms will escort each contestant into the room during the 1 minute of silence.
- Instruct the contestants to come to front of room and wait at the side for their introduction.

For Evaluation:

- Contestants may make notes, with the materials of their choice, during the target speech.
- They will immediately leave the room with the Sergeant-at-Arms. Explain the location of this area/room.
- Let them know they will have 5 minutes to prepare their evaluations. They should put their names on their notes.
- After 5 minutes, the Sergeant-at-Arms will collect all materials (except the first contestant's). The first contestant will return to the contest room immediately.
- The Sergeant-at-Arms will escort each subsequent contestant back into the room during the minute of silence and will return the contestant's materials upon entering the contest room.

# Judges' Briefing

Chief Judge say to Judges:

- Your purpose is to pick a winner - remember that you're NOT evaluating.
- Be sure to use the correct **Judge's Guide and Ballot** form for the contests - International (1172), Humorous (1191), Evaluation (1179), Table Topics (1180).
- Let's briefly review the judging criteria on the back of the form - it differs from contest to contest.
- Your ballot must be fully completed, including your signature plus club/district information and date if requested on the form. You may sign forms now if you wish.
- All judges judge all contestants.
- There can be no ties on your ballot or it will be disqualified.
- Write first and last name of contestants.
- Keep your ballot covered so it's not visible to others near you.
- Do not consider timing.
- Don't sit next to a contestant.
- You may file a protest with me if you believe that a speaker is NOT eligible or a Humorous our International speech is not original.
- You will have one minute of silence between contestants to complete your ballots, and silence at the end of the contest until all ballots are completed.
- It is your responsibility to keep all information pertaining to the contest confidential. Destroy the top portion of the judging form when you get home or return them to me before you leave.
- Be especially careful to avoid showing bias. **BE OBJECTIVE.**
- Let's read the Code of Ethics on the back of the **Judge's Guide and Ballot.**

## Timer's Briefing

Timing Lights	Evaluation	Humorous	Table Topics	International
Green	2 min.	5 min.	1 min.	5 min.
Amber	2.5 min.	6 min.	1.5 min.	6 min.
Red	3 min.	7 min.	2 min.	7 min.

- Leave Red light on until the speaker finishes speaking.
  - Time one minute of silence between contestants and then signal the Toastmaster.
  - Colored papers are backup to timing lights. Notify the Toastmaster of any changes in timing procedures so the Toastmaster can announce the changes for contestants.
  - Begin timing with the contestant's first definite verbal or nonverbal communication with the audience. Record the actual time that each contestant uses.
- A visually impaired person may request an audible warning signal of his/her own choosing, which he/she must provide.
  - Explain the location of each colored light to any color blind contestant.
  - Give completed **Time Record Sheets** (1175) to the Chief Judge.
  - Keep all information pertaining to the contest confidential.

## Ballot Counter's Briefing

- It is your responsibility to keep all information pertaining to the contest confidential. Do not discuss or share this information with the contest participants. Refer all questions to the Contest Master.
  - The Chief Judge is the Chief Counter.
  - After each contest, collect all **Judges Ballots** and accompany the Chief Judge from the meeting room to count the ballots.
  - Do not consider any ballot that is incomplete, unsigned, or lists a tie.
- To count, one counter will read the judge's name and his/her scores, by contestant. Give three points for first, two for second, and one for third. The second counter will record the scores on the **Counters' Tally Sheet** (1176). The third counter or Chief Counter will verify the information. Add all points twice. Refer to the **Tie-breaking Judge's Ballot** to break any ties.
  - The Chief Judge keeps all ballots and destroys them at home.
  - The Chief Judge will provide names of winners to Contest Master.

# Chief Judge Comments

## International Speech Contest

- Our contestants are members in good standing of clubs in good standing. Each has completed 6 manual speeches or is a charter member of a club chartered since July 1. They are eligible.
- The Speaking Area will be [describe/show].
- No one will enter or leave the room during a speaker's presentation.
- Turn off all alarms, beepers, pagers, and phones.
- Take no pictures during the contest. Video taping is permitted with permission of contestant.
- Contestants must have prepared their own 5 - 7 minute speeches, which must be substantially original. To qualify, contestants must identify any quoted material they use during their presentation. If a Judge or a Contestant believes that a speech is not substantially original, the Judge or Contestant may file a protest with the Chief Judge or Contest Master BEFORE the Contest Master announces the winners.
- The results are final once the Contest Master announces them.
- Contestants who speak less than 4 min. 30 sec. or more than 7 min. 30 sec. will be disqualified.
- Timekeeping will begin with the first definite verbal or nonverbal communication with the audience.
- The Timer will show a green light or card at 5 minutes, amber at 6 minutes, and red at 7 minutes. The red light or card will remain until the speaker concludes. There will be no indication that the speaker has run past limits.
- There will be 1 minute of silence between contestants for the judges to mark their ballots. At the end of the contest, we'll have silence until all ballots are completed.
- Contestants may remain in the room during the contest.
- Judges, timers, counters and contestants have been briefed.
- Are there any questions?
- Madame/Mister Contest Master, we are

# Chief Judge Comments

## Table Topics Contest

- As members in good standing of clubs in good standing, our contestants are eligible to compete in this Table Topics Contest.
- Our speaking area is [describe/show].
- No one will enter or leave the room during a speaker's presentation.
- Turn off all alarms, beepers, pagers, and phones.
- Take no pictures during the contest. Video taping is permitted with permission of contestant.
- Contestants who speak less than 1 minute or more than 2 minutes 30 seconds will be disqualified.
- Timekeeping will begin with the first definite verbal or nonverbal communication with the audience.
- Timer will show a green light or card at 1 minute, amber at 1 minutes 30 seconds, and red at 2 minutes. The red light or card will remain until the speaker concludes. There will be no indication of running past time.
- There will be 1 minute of silence between contestants for the judges to mark their ballots. At the end of the contest, we'll have silence until all ballots are completed.
- For this contest, the Contest Master will give one topic, general in nature, to each contestant in turn.
- The Sergeant-at-Arms will escort all contestants except the first from the room. During the minute of silence, the Sergeant-at-Arms will escort the next contestant into the room. Once a contestant has spoken, he or she may remain in the room.
- Judges, timers, counters and contestants have been briefed.
- Are there any questions?
- Madame/Mister Contest Master, we may begin.

# Chief Judge Comments

## Humorous Speech Contest

- As members in good standing of clubs in good standing, our contestants are eligible.
- Our speaking area will be [describe/show].
- No one will enter or leave the room during a speaker's presentation.
- Turn off all alarms, beepers, pagers, and phones.
- Take no pictures during the contest. Video taping is permitted with permission of contestant.
- Contestants must have prepared their own 5 - 7 minute speeches, which must be substantially original. If they use quoted material, they must identify it during their presentation.
- Speeches must be thematic in nature (with an opening, body and closing). Monologues or series of one-liners do not qualify.
- Only Judges or Contestants may file a protest if they believe a speech is not SUBSTANTIALLY original. If a Judge or Contestant does file a protest, he/she must file it with the Chief Judge or Contest Master prior to announcement of the winners.
- Once the Contest Master announces results, they are final.
- The Chief Judge will disqualify any contestant who speaks less than 4 minutes 30 seconds or more than 7 minutes 30 seconds.
- Timekeeping will begin with the first definite verbal or nonverbal communication with the audience.
- The Timer will show a green light or card at 5 minutes, amber at 6 minutes, and red at 7 minutes. The red light or card will remain until the speaker concludes. There will be no indication of being overtime.
- There will be 1 minute of silence between contestants for the judges to mark their ballots. At the end of the contest, we'll have silence until all ballots are completed.
- Contestants may remain in the room during the contest.
- Judges, timers, counters and contestants have been briefed.
- Are there any questions?
- Madame/Mister Contest Master, we may begin.

# Chief Judge Comments

## Evaluation Contest

- As members in good standing of clubs in good standing, our contestants are eligible to compete in this Evaluation Contest.
- Our speaking area will be [describe/show].
- No one will enter or leave the room during a speaker's presentation.
- Turn off all alarms, beepers, pagers, and phones.
- Take no pictures during the contest. Video taping is permitted with permission of contestant.
- The Chief Judge will disqualify any contestant who speaks less than 1 minute 30 seconds or more than 3 minutes 30 seconds.
- Timekeeping will begin with the first definite verbal or nonverbal communication with the audience.
- The Timer will show the green light/card at 2 minutes, amber at 2 minutes 30 seconds, and red at 3 minutes. The red light/card will remain until the speaker concludes. There will be no indication of a speaker running past time.
- There will be 1 minute of silence between contestants for the judges to mark their ballots. At the end of the contest, we'll have silence until all ballots are completed.
- To begin the contest, a target speaker will present a 5-7 minute speech.
- The Sergeant-at-Arms will then escort all Contestants from the room to a place where they will have 5 minutes to prepare their evaluations. The Sergeant-at-Arms will then collect all materials. Each Contestant will receive his/her materials upon entering the room to speak.
- Contestants may remain in the room after speaking.
- Judges, timers, counters and contestants have been briefed.
- Are there any questions?
- Madame/Mister Contest Master, we may begin.

# District 22 Protocol Guidelines

## *In Rank Order*

1. Visiting Non-Toastmaster Dignitaries
2. Current International Officers (includes Immediate Past President and Executive Director)
3. Current International Directors (our Region first, followed by other Regions, in numeric order)
4. Current District-wide Officers (District Gov., LGET, LGM, PRO, IPDG, Secretary, Treasurer)
5. Current District-wide Committee Chairs (District Facilitator, Judges Training Chair, TLI Coordinator, Webmaster, Bulletin Editor)
6. Current District-wide Officers from other Districts
7. Current Division Governors (alphabetically)
8. Current Area Governors (alphabetically)
9. Any other Current Officers (i.e. Club Presidents at an Area Speech Contest)
10. Past International Presidents (start with most recent, Immediate Past is a current officer above)
11. Past International Directors (start with most recent, Immediate Past is not a current officer)
12. Past District Governors of this District (start with most recent, IPDG is a current officer above)
13. Past District Governors of other Districts (alphabetically works best)
14. Honorary Toastmasters and other Guests of Honor

## Introductions

Phrase Introductions in the following manner:

1. Office(s) person holds
2. Toastmaster designation (in full)
3. Name
4. Name of Spouse or guest

Introduce from highest to lowest rank.

“March-in” in REVERSE order of rank (highest ranking last).

Proper Example:

“District Governor, Distinguished Toastmaster, Lois Harger and her husband, Past International Director, Distinguished Toastmaster, Ron Harger” (Ron would not be introduced a second time.)