



Contest Checklist

2 months before contest (ideally)

- Choose dates for contests and reserve time on club calendar/website
 - Club Executive Board makes this decision with VPE
 - Verify that room(s) are reserved correctly in calendar
- (Area Contest) Check with District if trophies will be pre-ordered and subsidized

1 month before contest

- Club Officers decide on a budget and attendance fees (if any)
- Identify a Contest Chair, Toastmaster and Chief Judge
 - At Club level, Contest Chair often acts as Toastmaster. Consider splitting the jobs if there are enough interested people who want to get contest experience. *See CL task related to contests*
 - Roles are defined and explained in the yearly Contest Rule Book (can be downloaded from TM Int'l)
- Check on contest materials and order as needed
 - Trophies – order through Toastmasters International
 - Contest forms and certificates (can be downloaded from TM Int'l for free)
 - Clipboards for TM, CJ and judges are very useful (7 total, add one if separate Contest Chair)
- Decide what food to have at contest, how it will be supplied (Brought? Catered?) with Treasurer/SAA
 - Consider appointing someone to coordinate all the food and drinks
- SAA puts in room setup request with Facilities – Classroom seating? Theater? Flip charts? Audiovisual? Microphones? Tables? HVAC? Room cleaning?
- Remind club members about contest and the benefits of competing
 - Could be done via speech during regular meeting (Manual or Successful Club speech)
 - Ask contestants to sign up with Contest Chair
- VP or PR prepares contest promotional materials for local use
 - Should have a registration link/info to verify number of attendees (to alter food order if needed)
- Check if any District Officers can attend to give out awards
 - Your Area Director (AD), Your District Director (DD)– at least invite them



2 weeks before contest

- Secure Judges, Timers, Ballot Counters for Contest (Contest Chair, Chief Judge)
 - Ideally six judges for each contest (5 plus Tie-Breaker). CJ does NOT judge
 - If AD or DD is attending, they are a great option for TB Judge; Chief Judge's choice
 - Judges must be active club members
 - For International Contest (only), Judges must be active club members with 6 CC speeches
 - Club members can have roles in both contests, same role or different role
- Obtain and update contest scripts for current use (dates, locations of higher level contests)
- Publish contest promotional materials to site, including audience attendee registration

1 week before contest

- Verify list of contestants and that they are current dues-paid members via roster or VPM/Treasurer
- Toastmaster: Get titles of speeches and prepare "program" (Can be simple) *See example below*
- Chief Judge: Collect all forms and certificates
 - Each contestant needs an Eligibility Form and a Bio (Can be printed back to back)
 - Each judge needs a Judge Eligibility form, including Tie-Breaker Judge
 - Timer sheets (1 per contest) and Ballots (1 per ballot counter per contest)
 - Participation certificates
 - 1st, 2nd, 3rd place certificates and trophies – *see Rule Book on what's given based on contestant total*
- Contest Chair: Verify all contest materials (program, trophies, forms, timing lights/cards, clipboards, signs, club promotional materials, pens) with Toastmaster, Chief Judge, SAA
- Contest Chair: Double-check room setup is ordered, food is ordered

Day of the contest (see also Contest Rule Book for details and checklists)

- Toastmaster conducts Contestant briefing (usually 45-60 minutes before contest, prior to arrival of audience)
 - Complete/Collect forms from contestants, show to Chief Judge to verify all contestants are eligible
 - Choose speaking order, record speaking order on script
 - Identify speaking area
 - Answer any contestant questions
- Chief Judge conducts Judge briefing (usually 45-60 min before contest)
 - Complete/Collect forms from Judges
 - Remind Judges, Timers, Ballot Counters of duties
 - Have judges sign ballots, give out ballot envelopes if used, clipboards
 - Hand out program and identify speaking order
 - Answer any questions



- Make programs available to attendees, post club banner, open doors 30 min before contest
- Post “Do not enter” signs (**See below**) on doors to room when contest script starts. SAA should control access and only let people in/out during silence between speeches or intermission.
- SAA opens contest using script
- Toastmaster welcomes attendees and dignitaries, reads some rules, gives speaking order using script
- Chief Judge reads more rules from script
- Toastmaster conducts contest using script
- Chief Judge and Ballot Counters collect ballots and Timer sheet when all contestants, judges are done
- Toastmasters interviews contestants from bio or does “Table Topics” impromptu questions
- Chief Judge returns with results
 - If more than one contest is being held at the same meeting, results may be announced per contest or all at the end
- Toastmaster announces if there were any disqualifications due to time, then announces results in reverse order (3rd, 2nd, 1st)
 - If 4 or fewer contestants, only 1st and 2nd announced
- Toastmaster thanks all for attending, reminds people of regular meeting time and date

After the contest

- Contest Chair files contest winners with Area Director. Include contact info on contestants
- VP of PR updates club/area promotional websites with results
- VPE sends congratulatory email to contestants’ managers if requested, noting skills learned and experience gained



Sample "Program"

Tall Tales Contest

February 13, 2015

Contest Chair: Mark Markham

Toastmaster: Mary Marion

Chief Judge: Terry Perry

Contestants

(Fill in speaking order when announced by Toastmaster)

_____ Abercrombie Fitch, "Clothing Tags Lie"

_____ Maxwell House, "Coffee Cups"

_____ S. F. Muni, "Traveling By Subway"

_____ Julia Child, "Save the Livers!"

_____ Debbie Fields, "Cookie Monster Nightmares"

_____ Belinda Carlyle, "Go-Go Away!"

_____ Salvador Dali, "Fish Mars Jumping Twelve"

_____ Peter Pan, "Never Say Neverland"

Thanks for attending our Tall Tales Contest! [Add meeting and contact information] Hope to see you at a meeting soon – guests are always welcome!



SPEECH CONTEST IN PROGRESS

DO NOT ENTER

We will pause for one minute between speeches. You may enter or leave **ONLY** during that time.

Thank you for your help in making this a great contest!