



Course Title: Secrets for Running a Great Speech Contest
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Target Audience: Area/Division Governors, aspiring Contest Chairs, Club Presidents/VP-Es

Outline

1. Write down audience questions
2. Most important things to get right
 - a. Team

<u>Gotta Haves</u>	<u>Should Haves</u>	<u>Nice to Haves</u>
Contest Chair	Recruitment Chair	Opportunity Drawing Chair
Chief Judge	Registration Chair (area/div)	Photographer
Toastmaster	Food Chair (area/div)	Joke Master
Facilities Chair (area/div)		PR person
 - b. Time
 - i. Weeknight (Mon-Thur)
 - ii. Avoid holidays (check foreign calendars)
 - iii. Avoid conflicts - Areas in a Division
 - iv. Avoid conflicts - Divisions in a District
 - c. Turf
 - i. Location
 - ii. Facilities
 - iii. Amenities
 - iv. Security
3. Planning
 - a. Date selection
 - b. Communication
 - c. Budgeting
 - d. Logistics



4. Contest Chair
 - a. Organizer
 - b. Most important to be experienced
 - c. Spreadsheet of roles (handout "Contest Planning Template-Fall.xlsx")
 - d. Calculate budget (handout "Contest Projections Worksheet.xlsx")
 - i. Estimate headcount
 - ii. Trophies
 - iii. Food (per head), incl. plates/napkins, etc.
 - iv. Other (name labels, printing costs)
 - e. Okay to customize script
 - f. Reviews roles and responsibilities with *everyone*
 - g. Keep comments short
5. Chief Judge
 - a. Stick to script – okay to read
 - b. Familiarize with contest rulebook
 - c. Briefings
 - d. Qualifications
 - e. Timers
 - f. Ballot counters
 - g. Tiebreakers
 - h. Print and bring all contest forms
 - i. Notification of Winners
6. Toastmaster
 - a. Briefings
 - i. Speaking order
 - ii. Microphones
 - b. Contest Forms
 - c. Keep interviews to two questions
 - i. What club?
 - ii. How long a TM?
 - d. International contest can ask one question from bio form
7. Sergeant at Arms
 - a. Banner(s)
 - b. Timing light or cards
 - c. Calls meeting to order
 - d. Escorts evaluation contestants (announces remaining time to contestants)
 - e. Microphones
 - i. Hand mics – must speak into them
 - ii. Lapel mics – turn off before handling, test, check for clothing/jewelry noise
 - iii. Do sound check and instruction with contestants, TMs, CJs



8. Registration (area/div)
 - a. Wufoo
 - b. Info to include
 - i. Date/time (specify briefing time)
 - ii. Address
 - iii. Price (early bird date?)
 - iv. Dinner/refreshments incl.
 - c. Info you must collect
 - i. Name
 - ii. Email
 - iii. Role
 - d. Info nice to have
 - i. Phone
 - ii. Club name
 - iii. Meal Pref
 - iv. Dignitary Title
 - v. Role
 - e. Download list of attendees to spreadsheet
 - i. print FOUR copies with amounts due
 - f. Print name labels (optional) – mail merge
 - g. \$30 in change
 - h. Credit cards?
 - i. Provide registration list access to Contest Chair, PR Chair, Facilities Chair
 - j. Helpers – friendly/welcoming
 - k. Signage
 - l. Counting money – create a form
 - m. Arrive early
9. Facilities Chair
 - a. Location
 - b. Room setup
 - c. Physical access/security
 - d. AV equipment (mikes, projectors)
10. Food Chair
 - a. Budgeting
 - b. Menu planning
 - c. Logistics
 - i. Setup time
 - ii. Efficiency of food line
 - iii. Cleanup
 - d. Helpers



11. Public Relations/Printing

- a. D4tm.org
- b. Meetup
- c. Personal club visits
- d. Email campaign
 - i. Direct – requires Governor access
 - ii. Cascaded – ask club officers to pass along
- e. Flyer (optional)
- f. Printed agendas
- g. Print
 - i. Certificates of participation
 - ii. Certificates of appreciation

12. Execution

- a. Start Times
- b. Late contestants/judges
- c. Skits? Keep everything short and sweet
- d. Handing out certificates – only TMs, CJs, and Contest Chair
- e. Financials

13. Other stuff (only if you have time)

- a. Opportunity drawing
- b. Joke Master
- c. Photographer

14. Resources

- a. <http://files.d101tm.org/contest>