



Tall Tales Contestants Briefing

Gather all speakers and cover the following points:

1. Confirm that all contestants have provided their Eligibility forms to the Chief Judge.
2. Ensure that all contestants are members in good standing from a club in good standing, i.e. their dues have been sent and received by World Headquarters, the contestants should check with their club Treasurer.
3. Confirm that no contestant is a District or International officer nor have they informed anyone of their intent to run for election for any of those offices(they can't be an officer of District 101 or any other District).
4. Confirm the following with the speakers:
 - Use of props - these should be set up during the minute of silence between speakers
 - Lectern required?
 - Wish to remain in or leave the room (contestants may choose to remain in the room for the duration of the contest or they may leave the room and request to be brought back by the Sergeant-at-Arms when their turn to speak has arrived)
5. To eliminate perception of bias, introduce each contestant as follows:
 - Name, Speech Title, Speech Title, Name
6. Verify speech title of each speaker and pronunciation of their names.
7. Speeches are 3 to 5 minutes. Speeches less than 2:30 (two minutes, thirty seconds) or more than 5:30 (five minutes, thirty seconds) will be disqualified.
8. Inform contestants where timekeepers are located.
9. The lights will be activated as follows:
 - Green at 3 minutes, for one minute
 - Amber at 4 minutes for one minute
 - Red at 5 minutes and will stay on until the conclusion of the speech.
10. No notice will be given should a speaker go over time
11. In the event of failure of the timing device (or lights), 30 extra seconds will be granted to the speaker.
12. Time starts with first word uttered or when any form of communication is used.
13. Each speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
14. Disqualifications are for:



- Time: Chief Judge and Timers. if there is a disqualification for time, it will be announced (no name) before the announcement of the winners.
 - Originality*: the speech is plagiarized: over 25% of the content is unoriginal or if information is not attributed to source.
 - Eligibility*: contestant must be member in good standing of a club in good standing and not a District officer
- * Only judges and other contestants can protest. Protests must be lodged with the Chief Judge or Contest Chair and before winners are announced

15. Once a winner has been declared, all decisions are final. Note: The Chief Judge and Counters can correct the Contest Chair if s/he reads the winners incorrectly.
16. Define speaking area. Explain that if the contestants steps out of the speaking area they are not disqualified but may be marked down in Delivery by the judges
17. Once all contestants have spoken, an interview will be conducted. (If one or more contestants are competing in both contests, you should wait until both contests are concluded to conduct your interview of the contestants who are in both contests).
18. Draw for speaking positions
19. Have contestants remove name tags and any other indications of club affiliation (i.e. Toastmasters levels of proficiency, company shirt or jacket, etc.)
20. Are there any questions?