AREA FALL CONTEST WORKING AGENDA

PRIOR TO CONTEST (approx. 15-30 minutes)

A. **Chief Judge** assembles all Judges, Ballot Counters and Timers for instructions.

B. **Evaluation Toastmaster** and **Humorous Toastmaster** assemble all contestants to draw for position, and record the order of speaking. Also:
   1. Ensure that Certificates of Eligibility have been properly completed, that each Contestant *is* eligible, and forms are collected and given to Chief Judge
   2. Humorous Toastmaster verifies titles of the speeches.
   3. Evaluation Toastmaster gives contestants necessary supplies (clipboard and paper) and inform the contestants that they will have 60 seconds to review their notes before beginning their evaluation
   4. Define Speaking Area and inform Contestants as to location of the timing lights. Identify if any of the contests have special requirements.
   5. Verify the correct pronunciation of each Contestant's name
   6. Ensure that contestants are not wearing any badges or pins to indicate any office or educational level attained

C. Registration table personnel give protocol list, with attending dignitaries highlighted, to **Area Governor** approximately five minutes before the start of the contest.

CONTEST AGENDA

A. PRELIMINARIES
   1. Sergeant of Arms asks everyone to be seated, and introduces **Area Governor.** Area Governor calls contest to order.
   2. Area governor introduces person for **either** Invocation and Pledge of Allegiance **or** Pledge of Allegiance and Inspirational Thought. Invocation or Inspirational Thought should be no longer than two minutes
   3. Pledge person returns control to **Area Governor.** Area Governor introduces dignitaries using the protocol list. Note, for Division and other Area governors in attendance start with your home Division and then go in alphabetical order i.e. (F, A, B, C, D, E, G)
   4. Area Governor introduces Toastmaster of the Evening.
   5. Toastmaster of the Evening welcomes everyone to the contest. Toastmaster of the Evening asks for the following ground rules be observed:
      a. Ask that all pagers, cell phone, and other audible signaling devices be turned off or turned to a silent mode.
      b. Ask that people do not leave the contest area while the speeches are in progress.
   6. Toastmaster of the Evening then gives the audience the following background on the purpose of the speech contests:
      a. Provide an opportunity for proficient speakers and those Toastmasters who are interested in competitive speaking to gain contest experience
      b. Provide an interesting educational program for Toastmasters and the general public
      c. Provide an opportunity for those Toastmasters who are not participating in the contest to learn by observing proficient speakers
   7. Toastmaster of Evening introduces Evaluation Toastmaster.

B. EVALUATION CONTEST

1. Evaluation Toastmaster gives a 1-2 minute warm-up on why evaluations are used in Toastmasters ("Tool by which we develop and grow", "positive/constructive", etc.)
2. Evaluation Toastmaster calls contestants forward introducing them in the order of speaking, as chosen during the preliminaries. Clearly INDICATE to the audience (and judges) that this IS the order of speaking. If any names are other than per the program, spell out their first and last names for the benefit of the judges. There should be no comments about any of the contestants, or their speeches, other than giving their order of speaking
3. Call on Chief timer to explain the timing procedures and demonstrate the timing lights for the contestants.
4. Ask Chief Judge if all judges have been instructed.
5. Ask all contestants:
   a. Do you understand the rules?
   b. Can you all see the lights?
6. Request 60 seconds of silence between speakers to allow the judges to mark their ballots, and for the timer to give a signal at the end of the 60 seconds
7. Ask the contestants to return to their seats
8. Introduce the Test Speaker in the following manner, **Name of speaker, Title of speech, Title of speech, Name of speaker.** (NO other introduction is to be given)
9. Test speaker gives speech and returns control to the Evaluation Toastmaster.
10. Evaluation Toastmaster explains following to contestants:
    a. You will have 5 minutes to prepare your notes, and then all the notes except those for Contestant #1 will be collected and held by the Sergeant at Arms until you are ready to compete.
    b. You are not to talk to one another while waiting to compete about the speech.
    c. Make sure to put your name on the top of your notes, so the Sergeant at Arms can return the proper notes to you for your presentation.
11. Ask the Sergeant at Arms to escort the contestants from the room. Ask the Chief Timer to start timing 5 minutes once the contestants have left the room and signal you when 5 minutes is up.
12. Conduct a brief interview with the Test Speaker.
13. At the 5 minute signal ask the Assistant Sergeant at Arms to inform the Sergeant at Arms that they should collect the note from the contestant except the 1st contestant. Ask the timer to start timing 60 seconds.
14. When 60 seconds has elapsed introduce Contestant by ONLY stating their name, pausing, and repeating their name
15. After the contestant has finished their evaluation, ask for one minute of silence for the judges to complete judging. Ask the timer to signal when one minute has passed. Request the Assistant Sergeant at Arms to inform the Sergeant at Arms to return their notes to the next Contestant, and to have them enter the room. (Sgt. at Arms return to room *with* last contestant.) Assistant Sergeant at Arms to bring the next contestant into the room.
16. Again, introduce only by giving, and repeating, Contestant's name.
17. After the last Contestant has completed their presentation, request audience silence *until the judges have completed and submitted their ballots.*

18. After the chief judge and teller have left the room, ask all contestants to join you at the front of the room. Award each Contestant a certificate of participation, reading the first one in its totality. [**OPTIONAL IF NO CONTESTANTS ARE PARTICIPATING IN THE HUMOROUS CONTEST**] Have a brief, 1 minute interview with each Contestant. Ask them to identify themselves, and the Club to which they belong.
19. Evaluation Toastmaster returns control to the Toastmaster of the Evening.

C. BREAK

Toastmaster of the Evening promotes opportunity tickets for sale and calls for a 10-15 minute break, and request the Timer to indicate when the period has ended

D. HUMOROUS CONTEST

1. Toastmaster of the Evening call Contest back to order after 15 minute break, and introduces Humorous Toastmaster.
2. Humorous Toastmaster greets Toastmaster, guests and audience, followed by 1-2 Minute warm-up
3. Humorous Toastmaster call contestants forward introducing them in the order of speaking, as chosen during the preliminaries. Clearly INDICATE to the audience (and judges) that this IS the order of speaking. If any names are other than per the program, spell out their first and last names for the benefit of the judges. There should be no comments about any of the contestants, or their speeches, other than giving their order of speaking.
4. Call on Chief Timer to explain the timing procedures and demonstrate the timing lights for the contestants
5. Ask Chief Judge if all judges have been instructed
6. Ask all contestants
   a. Do you understand the rules?
   b. Can you all see the lights?
7. Request 60 seconds of silence between speakers to allow the judges to mark their ballots, and for the timer to give a signal at the end of the 60 seconds.
8. Ask all the contestants except "#1" to return to their seats.
9. Introduce each Contestant, giving their Name, Title of Speech, Title of Speech, and Name. (NO other introduction is to be given)
10. After each Contestant has completed their presentation, request the timer to indicate the completion of the 60 seconds of silence.
11. After 60 seconds, introduce next Contestant only by giving Contestant's name, speech title, speech title, and Name
12. After the last Contestant has completed their presentation, request audience silence *until the judges have completed and submitted their ballots*
13. After the chief judge and teller have left the room, ask all contestants to join you at the front of the room. Award each Contestant a certificate of participation, reading the first one in its totality
14. Have a brief, 1 minute interview with each Contestant. Ask them to identify themselves, and the Club to which they belong
15. Return control to the Toastmaster of the Evening. Toastmaster of the Evening returns control to the Area Governor to conduct opportunity drawing and conclude meeting.

E. OPPORTUNITY DRAWING
1. Area Governor introduces person in charge of the opportunity drawing. Area Governor picks first ticket, and each winner, respectively, select the next. During Drawing, Chief Judge will present Contest Results to Area Governor.
2. Return control to Area Governor.

F. ANNOUNCEMENTS
1. Area Governor promotes Division Contest and District Conference.
2. Asks if there are any other announcements.

G. AWARDS AND RECOGNITION
1. Area Governor presents certificates to Toastmaster of the Evening, Evaluation and Humorous Toastmasters.
2. Area Governor presents certificates to all other functionaries.
3. Area Governor asks that winner and runner ups of each contest remain to fill our notification of contest winner paperwork.
4. Area Governor asks Division Governor to help award trophies.
5. Area Governor announces 2nd place winner for the Evaluation Contest. Division Governor presents trophy.
6. Area Governor announces 1st place winner for the Evaluation Contest. Division Governor presents trophy.
7. Area Governor announces 2nd place winner for the Humorous Contest. Division Governor presents trophy.
8. Area Governor announces 1st place winner for the Humorous Contest. Division Governor presents trophy.

H. ADJOURNMENT
Area Governor adjourns meeting