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**DISTRICT 101**

**TOASTMASTERS LEADERSHIP INSTITUTE**

# **How to Run a Successful Online Contest**

**Contest Chair / Toastmaster / SAA Roles**

**Faye Yang**  
**January 30, 2021**

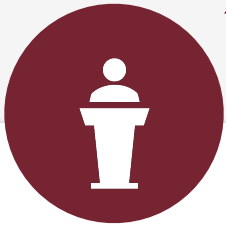
# Before the Contest

# Contest Planning Begins With...

- Club Officers / District Leaders to
  - Schedule and announce contest date
  - Promote participation - [know eligibility requirements](#)
  - Begin recruiting
    - Contestants
    - Contest Chair and other major functionary roles
      - If club members are District Officers, reach out to them first to serve since they cannot compete

# Recruit Functionary Roles

## Contest Chair



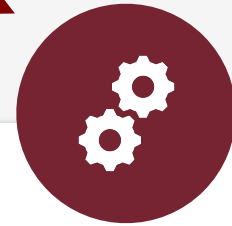
### Toastmaster(s)

Table Topics Contestants  
International Speech  
Contestants



### Chief Judge

Judges  
Timers  
Ballot Counters



### Tech Chair

**SAA**



# Contest Chair Role & Responsibilities

- Oversee the planning and execution of the entire contest
- Set and communicate expectations
- Ensure you and functionaries are prepared
  - Provide resources and review with team members
    - [www.d101tm.org/contest-resources](http://www.d101tm.org/contest-resources)
  - Conduct regular planning meetings
  - Communicate tasks and follow up with action items
- Promote the contest

# Contest Chair Role & Responsibilities (cont.)

- How?
  - Track planning details in a spreadsheet
    - Contestants, functionaries, contact info, speech titles
    - Tasks and action items, timeline, status, responsible person

# Contest Chair Collaborates with Team

- Discuss and finalize contest logistics
  - Utilizing Breakout vs. Waiting Room for Table Topics Contestants
  - Ballot counting and judging procedures
  - How to handle tech failures, protests
  - Who creates participation/winner certificates



# Review and Customize Script with Team

- A script is intended to
  - Ensure all rules are announced, procedures followed
  - Ensure contestant interaction and introductions are consistent
  - Streamline the contest flow
- Consider ways to reduce contest time
- Add logistical details so they aren't forgotten
- Distribute final script to all involved



# Toastmaster Role & Responsibilities

- Practice and learn the script
  - Contest rules, flow of introducing contestants
- Understand Contestant Tech requirements
- Communicate with contestants
  - Send briefing info, Eligibility, Bio forms, Contest Rulebook
  - Request speech title, completed forms
- Prepare contestant interview questions

# Toastmaster Role & Responsibilities (cont.)

- Schedule and conduct contestant briefing / dry run with
  - Toastmaster
  - Contestants
  - Timers
  - Tech
  - SAA
  - Contest Chair (optional)



# Briefing / Dry Run is an Opportunity to

- Practice contest flow with entire team
- Check Audio / Visual
- Confirm pronunciation of names
- Draw speaking order (or draw on contest day before contest begins)

# During the Contest



# SAA Responsibilities during Contest

- Start the contest on time (check with Contest Chair)
- Read announcements from the script
- Accompany Table Topics Contestants to the Breakout Room  
(depending on logistics)



# Responsibilities during the Contest

- Contest Chair
  - Actively follow along with the script
  - Monitor all activities
  - Chat/message with team members when necessary
- Toastmaster - Pay Attention!
  - Stick to the script
  - Pay attention to the Timer
  - Double-check contestant is in room before introducing

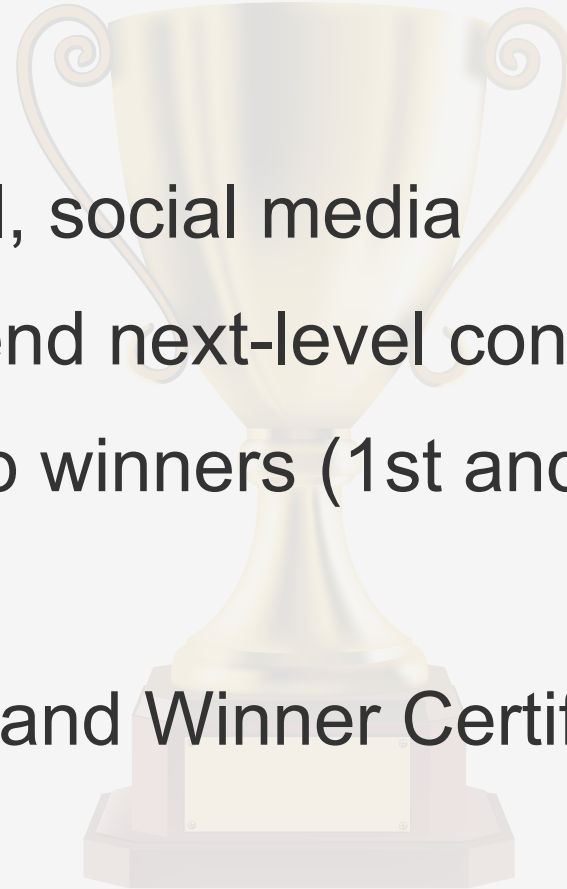


# **After the Contest**

# After the Contest

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- Contest Chair
  - Announce winners to club by email, social media
  - Confirm winner's availability to attend next-level contest
  - Notify next-level Contest Chair club winners (1st and 2nd place)
- Contest Chair OR Toastmaster
  - Create and distribute Participation and Winner Certificates



# Questions?

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**Diane Bair**

District Speech Contest Chair

[bairhugs@gmail.com](mailto:bairhugs@gmail.com)

**Faye Yang**

[faye.toastmaster@gmail.com](mailto:faye.toastmaster@gmail.com)

**Eligibility Requirements**

[www.d101tm.org/contests](http://www.d101tm.org/contests)

**District 101 Contest Resources**

[www.d101tm.org/contest-resources](http://www.d101tm.org/contest-resources)