



Toastmaster Contestant Briefing Checklist

Table Topics & International Speech Contests

1. Prior to the Contest:

- a. Obtain the name and speech titles from the Contest Chair.
- b. Coordinate the time of the Contestant briefing with the Event Chair.
- c. Find out if the Contest Chair has already notified all the contestants of the contest time, briefing time and provided the Speaker's Certification of Eligibility and Originality (Item 1183) and the Speech Contestant Profile (Item 1189).
- d. Notify all contestants that you are the Toastmaster. If any of the above information has not been provided already then provide it.
- e. Advise the contestants when you will need the Profile and Certificate of Eligibility.
 - i. Club: at the Club level if you want the contestants to provide it the day of the contest before the contest begins, that is up to you and the Contest Chair.
 - ii. Area, Division and District: Collect the forms no later than the contestant Dry Run.
- f. For International Speech contestants verify their contest speech title. This will be need for completion of the Contest Program.
- g. Advise the contestants if they have any questions, or have questions about the use of props to contact you.

2. Contestant Briefing:

- a. There are three levels of the contestant briefing:
 - i. Briefing to review contest rules; defined speaking area; originality and eligibility. These rules can be done in advance of the contest.
 - ii. Audio and video check. While audio and video may be tested as part of the Dry Run, it is important to do this test, once again, on the day of the contest.
 - iii. Speaking Order. More and more Contest Chairs have been selecting speaking order in advance of the contest. While it is important to provide the speaking order to the Chief Judge and Judges in advance of the contest, doing speaking order too far in advance also provides an advantage to the contestants by knowing which order they will speak in advance. This is a choice the Contest Chair and Toastmaster will make for their contest.
- b. Verify sufficient extra forms for eligibility and bio are on hand
- c. Verify SAA understands room setup requirements
 - i. Verify SAA knows when and how to start contest
 - ii. Verify SAA knows where and how to escort Evaluation contestants
- d. Verify Agenda is provided to Toastmasters and Chief Judges

3. After the contest:

- a. File the Contest Winners with the Division/Area Director
- b. Verify the SAA returns the room, to the proper order
- c. Contest Chair files contest winners with Area Director. Include contact info on contestants



Table Topics Contest

1. Follow up with Contestants at the Dry Run to review contest flow, process, rules and ensure you have the appropriate Bios and Eligibility Forms.
2. There are no speech titles for the Table Topics contest.

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.*
- *Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Program Quality Director, Division Director, Area Director, etc.).*
- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Division Table Topics Speech Contest, even if the two Divisions are in different Districts.*

(Contest Rules)

The contestants are briefed about the agreed speaking area which is the frame of their camera.

Contestants are required to stay in the frame, any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them and may not work in their favor.

- *There is no penalty for moving out of frame.*

Speakers may stand or sit depending on the space available to them.

- *Props may be used to support or illustrate the speech.*

There is no recording of speeches, screenshots or pictures allowed during the contest.

- *Everyone is to remain muted, with their video off, except the Toastmaster, the signaling timer and the speaker on the stage.*

We will also ask everyone to turn off all beepers, cell phones or any object that may make noise during the contest.

After the Chief Judge briefs the Contests rules, we will ask the Tech Chair to move the Sergeant at Arms, and all the contestants, except contestant one, to the breakout room.

Each of you will be returned to the contest area when it is your turn to speak.



Once you begin speaking no prompt will be given for moving out of the frame. You monitor yourselves on your computer screen.

There will be one minute of silence after each of you speak to give the judges time to mark their ballots. After the final speaker, I will ask for silence until the judges and ballot counters have collected all the judges' ballots, of they have been moved to the breakout room.

I will address each of you by name and ask **"Are You Ready?"**

- [The Contestant will select "Hide non-video participants"]
 - o You can do this any time before they are made a Co-Host by the Tech Chair.
 - o When you are in Gallery View, right-click on any **participant** that either has their **video** off or joined by telephone, or you can click on the 3 dots at the upper-right corner of their **participant** box.
 - o Click **Hide Non-Video Participants** to **hide** all **participants** without **video**.
- [Once that is done, the Contestant is required to provide an Audible **"Yes, I am ready"** to confirm their audio is on and they are ready to speak.]

Next I will ask each of you **"Did You Pin the Timer"**

- [The Contestant will pin the Timer and provide an audible "Yes" to the Toastmaster]

Then I will ask the Timer, **"Timer Are you Ready"**

The Timer will respond **"The Timer is Ready."**

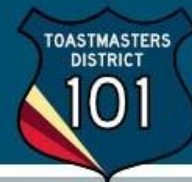
To eliminate any perception of bias, I will introduce each of you in the same way:

Speaker Name, Table Topic, Table Topic, Speaker Name

Do not start your speech until I formally announce you. Please remember that when I first mention you by name, that is not the announcement for you to start.

The same Table Topic Question is provided to each of you. There is no advance notification of the question. You will not know the question until the moment you are asked at the contest.

- Table Topics Contest speeches must be from 1 minute to 2 minutes. Any contestant speaking less than 1 minute or more than 2 minutes 30 seconds will be disqualified.



- *Timer please prepare to demonstrate the timing:*
 - *Green Background at 1 minutes*
 - *Amber/Yellow Background at 1 minute 30 seconds*
 - *Red Background at 2 minutes. The Red Background will stay up until the you have finished speaking. No notice will be given if you go over time.*
- *Timing starts with the 1st word uttered or when you use any form of communication to the audience.*

*In the event the lights fail, the you should continue to speak unless advised to stop by the Chief Judge, or the Contest Chair. They will grant an additional **30 seconds** time to the speaker.*

If audio or video technology fails during the contest

- *If only one contestant is impacted, the Chief Judge will pause the contest until the technology issue is resolved.*
- *The contestant will resume their speech at the point at which the technology failed and will be allowed **30 seconds** extra time for the completion of his or her speech.*
- *If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.*
- *Judges have been instructed not to consider time in their ranking of the speakers*
- *The Chief Judge is responsible for briefing the judges.*
- *A Protest may only be entered by a contestant or a Judge. The protest must be based on eligibility, originality or reference to another contestant's speech, and presented to either the Chief Judge and/or Contest Chair*

Eligibility for each contestant has been determined by the Contest Chair, I recommend if you are choosing to protest the eligibility of any of your fellow contestants that you notify the Contest Chair after this briefing.

In Table Topics you do not see the response of the contestants who speak before you so any protest based on originality would be for a contestant who speaks after you.

A protest must be reported before the contest results are announced.

Once a protest is received the Chief Judge and Contest Chair will determine the grounds for the protest.



- *If necessary the judges will be convened to review the protest and allow the contestant against whom the protest is lodged to .*
- *After the contestant returns to the contest, the judges will determine if the protest is upheld.*
- *If upheld the contestant will be notified by the Chief Judge before the meeting is adjourned.*
- *The decision of the judges is final.*

Before the announcement of the contest winners, the Contest Chair will announce if there are any time disqualification(s), but not originality disqualifications. No names are announced.

- *Results are announced in reverse order, 3rd, 2nd then 1st*
- *Once the results have been announced, all decisions are final.*

Speaking Order

Depending on the decision of the Contest Chair and Toastmaster drawing for speaking order may be done at the Contestant briefing/Dry Run meeting.

1. Use any random method available: numbers; playing cards; numbered balls, etc.
2. The randomizer at RANDOM.ORG is also an effective way to generate a random order from a list of names entered into the Part 1: List Items box. The URL is: <https://www.random.org/lists/>
3. Enter the contestant's names, show the list of names to the contestants, then select Randomize. Read the order of the Randomized List to the contestants, tell everyone to remember their speaking order.
4. Make a screen print or copy of the randomized list.

Day of the contest:

- a. Conduct Contestant test of the audio/video for each.
 - b. Remind the contestants of the speaking order.
 - c. Identify speaking area to the contestants again.
 - d. Remind contestants about the contest flow, the breakout room process, and how each contestant will be introduced.
 - e. Answer any contestant questions
3. If any contestants have special needs not previously identified this is the time to check.

International Speech Contest

1. Follow up with Contestants at the Dry Run to review contest flow, process, rules and ensure you have the appropriate Bios and Eligibility Forms.

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.*



- *Have completed at least six manual speeches in the Communication and Leadership Program manual or two Levels in Pathways, either two levels of one path, or one level from two separate*
- *Only one kind of exception may be made to the requirements listed above. A charter member of a Club chartered since the July 1 is eligible to compete.*
- *Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Program Quality Director, Division Director, Area Director, etc.).*
- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Division International Speech Contest, even if the two Divisions are in different Districts.*

(Contest Rules)

The contestants are briefed about the agreed speaking area which is the frame of their camera.

Contestants are required to stay in the frame, any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them and may not work in their favor.

- *There is no penalty for moving out of frame.*

Speakers may stand or sit depending on the space available to them.

- *Props may be used to support or illustrate the speech.*

There is no recording of speeches, screenshots or pictures allowed during the contest.

- *Everyone is to remain muted, with their video off, except the Toastmaster, the signaling timer and the speaker on the stage.*

We will also ask everyone to turn off all beepers, cell phones or any object that may make noise during the contest.

Once you begin speaking no prompt will be given for moving out of the frame. You monitor yourselves on your computer screen.

There will be one minute of silence after each of you speak to give the judges time to mark their ballots. After the final speaker, I will ask for silence until the judges and ballot counters have collected all the judges' ballots, of they have been moved to the breakout room.

*I will address each of you by name and ask **"Are You Ready?"***

- *[The Contestant will select "Hide non-video participants"]*



- *You can do this any time before they are made a Co-Host by the Tech Chair.*
- *When you are in Gallery View, right-click on any **participant** that either has their **video** off or joined by telephone, or you can click on the 3 dots at the upper-right corner of their **participant** box.*
- *Click **Hide Non-Video Participants** to **hide** all **participants** without **video**.*
- [Once that is done, the Contestant is required to provide an Audible **“Yes, I am ready”** to confirm their audio is on and they are ready to speak.]

*Next I will ask each of you **“Did You Pin the Timer”***

- [The Contestant will pin the Timer and provide and audible **“Yes”** to the Toastmaster]

*Then I will ask the Timer, **“Timer Are you Ready”***

*The Timer will respond **“The Timer is Ready.”***

To eliminate any perception of bias, I will introduce each of you in the same way:

Speaker Name, Speech Title, Speech Title, Speaker Name

Do not start your speech until I formally announce you. Please remember that when I first mention you by name, that is not the announcement for you to start.

- *The time of the International Speech Contest is 5 to 7 minutes. Anyone speaking less than 4:30 or more than 7:30 will be disqualified.*
- *Timer please demonstrate the timing:*
 - *Green Background at 5 minutes*
 - *Amber/Yellow Background at 6 minutes*
 - *Red Background at 7 minutes. The Red Background will stay up until the speaker has finished speaking. No notice will be given if a speaker goes over time.*
- *Timing starts with the 1st word uttered or when you use any form of communication to the audience.*

*In the event the lights fail, the speaker should continue to speak unless advised to stop by the Chief Judge, or the Contest Chair. They will grant an additional **30 seconds** time to the speaker.*



If audio or video technology fails during the contest

- *If only one contestant is impacted, the Chief Judge will pause the contest until the technology issue is resolved.*
- *The contestant will resume their speech at the point at which the technology failed and will be allowed **30 seconds** extra time for the completion of his or her speech.*
- *If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.*

- *Judges are instructed not to consider time in their ranking of the speakers*

- *The Chief Judge is responsible for briefing the judges.*

- *A Protest may only be entered by a contestant or a Judge. The protest must be based on eligibility, originality or reference to another contestant's speech, and presented to either the Chief Judge and/or Contest Chair*

Eligibility for each contestant has been determined by the Contest Chair, I recommend if you are choosing to protest the eligibility of any of your fellow contestants that you notify the Contest Chair after this briefing.

A protest must be reported before the contest results are announced.

Once a protest is received the Chief Judge and Contest Chair will determine the grounds for the protest.

- *If necessary the judges will be convened to review the protest and allow the contestant against whom the protest is lodged to .*
- *After the contestant returns to the contest, the judges will determine if the protest is upheld.*
- *If upheld the contestant will be notified by the Chief Judge before the meeting is adjourned.*
- *The decision of the judges is final.*

Before the announcement of the contest winners, the Contest Chair will announce if there are any time disqualification(s), but not originality disqualifications. No names are announced.

- *Results are announced in reverse order, 3rd, 2nd then 1st*
- *Once the results have been announced, all decisions are final.*
- *Are there any questions?*

Speaking Order

Depending on the decision of the Contest Chair and Toastmaster drawing for speaking order may be done at the Contestant briefing/Dry Run meeting.

1. Use any random method available: numbers; playing cards; numbered balls, etc.
2. The randomizer at RANDOM.ORG is also an effective way to generate a random order from a list of names entered into the Part 1: List Items box. The URL is: <https://www.random.org/lists/>



3. Enter the contestant's names, show the list of names to the contestants, then select Randomize. Read the order of the Randomized List to the contestants, tell everyone to remember their speaking order.
4. Make a screen print or copy of the randomized list.

Day of the contest:

- a. Conduct Contestant test of the audio/video for each.
- b. Remind the contestants of the speaking order.
- c. Identify speaking area to the contestants again.
- d. Remind contestants about the contest flow, the breakout room process, and how each contestant will be introduced.
- e. Answer any contestant questions
- f. If any contestants have special needs not previously identified this is the time to check.