

CONTEST WORKING AGENDA

PRIOR TO START OF CONTEST (approx. 30 minutes)

- A. **Chief Judges** assemble all Judges, Ballot Counters and Timers for instructions. SAA may need to be briefed for Evaluation and Table Topics contests.
- B. **Contest Masters** assemble all contestants to draw for position, and record the order of speaking. Go over the checklist available on the Contest Resource Page on d101tm.org.
- C. Registration table personnel give filled protocol list, with attending dignitaries highlighted, to the **Area Director** approximately five minutes before the start of the contest.

CONTEST AGENDA

Details are listed on the Script available on the Contest Resource page of d101tm.org

A. PRELIMINARIES

1. **Sergeant-at-Arms** asks everyone to be seated and welcomes the audience. Introduces **Area Director**.
2. **Area Director** introduces dignitaries using the Protocol list. Note, for Division and other Area Directors in attendance, start with your home Division and then go in alphabetical order i.e. (A, B, C, D, E, G)
3. **Area Director** introduces **Contest Master 1**.

B. CONTEST 1

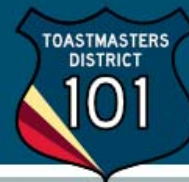
1. **Contest Master 1** describes how the contest is run. Calls the Chief Judge 1.
2. **Chief Judge 1** goes over the important rules. Calls back the Contest Master 1.
3. **Contest Master 1** runs the contest per the script.
4. After all the ballots have been collected (check with Chief Judge) call all contestants to the stage together and award them the Certificates of Participation. Conduct a brief interview of each contestant (unless one participates in the next contest). Ask which club they belong/represent and one short question (1 min maximum per contestant).
5. Call for break.

C. BREAK

Promote opportunity drawing tickets (if applicable) for sale.

D. CONTEST 2

1. Sergeant-at-Arms calls contest back to order after break, and introduces Contest Master 2.
2. **Contest Master 2** describes how the contest is run. Calls the Chief Judge 2.
3. **Chief Judge 2** goes over the important rules. Calls back the Contest Master 2.
4. **Contest Master 2** runs the contest per the script.
5. After all the ballots have been collected (check with Chief Judge) call all contestants to the stage together and award them the Certificates of Participation. Conduct a brief interview of each contestant (unless one participates in the next contest). Ask which club they belong/represent and one short question (1 min maximum per contestant).
6. Call the Area Director back to the stage.



E. OPPORTUNITY DRAWING (if applicable)

1. Area Director introduces the opportunity drawing chair. During drawing, Chief Judge will present Contest Results to Area Director.
2. Opportunity drawing chair returns control to Area Director.

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 Director presents certificates of participation to Contest Chair, Contest Masters and Chief Judges.
2. Area Director reminds winner and runner ups of each contest to remain to fill out the notification of contest winner paperwork after the results are announced.
3. Area Director asks Division Director to help award the trophies.
4. If there are more than 4 contestants: Area Director announces 3rd place winner for Contest 1. Division Director presents trophy.
5. Area Director announces 2nd place winner for Contest 1. Division Director presents trophy.
6. Area Director announces 1st place winner for Contest 1. Division Director presents trophy.
7. If there are more than 4 contestants: Area Director announces 3rd place winner for Contest 2. Division Director presents trophy.
8. Area Director announces 2nd place winner for Contest 2. Division Director presents trophy.
9. Area Director announces 1st place winner for Contest 2. Division Director presents trophy.

H. ADJOURNMENT

Area Director adjourns meeting