



Speech Evaluation – 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 (Their dues have been sent and received by World Headquarters, they should check with club Treasurer).
3. Confirm that no contestant is a District or an International officer nor have they informed anyone of their intent to run for any of those elected offices. (They can't be an officer of District 101 or any other District).
4. Following the test speech, contestants will be escorted from the room by the Sergeant at Arms.
5. Contestants must use the Evaluation Contestant Notes sheets -- no other notes will be allowed. (Distribute the Notes sheets to each contestant now. More than one sheet is allowed)
6. Timing and preparation supervision shall be under the control of the contest sergeant at arms.
7. Contestants may not use digital or other devices (including smart watches) during the contest to gain an advantage.
8. Contestants will have five minutes in which to complete their evaluation notes. All contestants' notes will be collected at the end of the five minutes.
9. Each contestant will be called in turn to present their evaluation. Notes will be returned as the contestant's name is called.
10. Contestants may remain in the room in which the contest is being held after they have spoken. They may not enter before their name is called.
11. To eliminate perception of bias, introduce each contestant as follows:
 - Name, Name again (Do not make any additional comments when introducing speakers such as: "It gives me great pleasure ...", "Last but not least ...", etc. Just "Name, Name.")
12. Verify pronunciation of contestants' names.



13. Evaluations are 2 to 3 minutes. Speeches less than 1:30 (one minute, thirty seconds) or more than 3:30 (three minutes, thirty seconds) will be disqualified.
14. Inform contestants where timekeepers are located.
15. The lights will be activated as follows:
 - a. Green Light at 2 minutes, for 30 seconds
 - b. Yellow Light at 2 minutes 30 seconds, for 30 seconds
 - c. Red Light at 3 minutes and will stay on until the conclusion of speech. No notice shall be given should a speaker go over time.
16. In the event of equipment failure, 30 extra seconds will be granted to the speaker
17. Time starts with first word uttered or when any form of communication is used.
18. Disqualifications are for:
 - a. Time - If there is a disqualification for time, it will be announced before the announcement of the winners. No name will be announced.
 - d. Eligibility - Be a paid member of the club he or she is representing. The club must also be in good standing.
19. Only judges and other contestants can lodge a protest. Protests must be lodged with the Chief Judge or Contest Chair and before the winners are announced.
20. Once a winner has been declared, all decisions are final. Note: The Chief Judge and Ballot Counters can correct the Contest Chair if he reads the winners incorrectly.
21. Define the speaking area. Explain that if the contestants step out of the speaking area they are not disqualified but may be marked down in Delivery by the judges.
22. 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).
23. Draw for speaking positions
24. Have contestants remove name tags and any other indications of levels of proficiency or club affiliation.
25. If there are microphones, this is the time to test them (and the fitting). No testing should take place during the contest.
26. Are there any questions?