



District 26 Contest Guide

www.d26toastmasters.org

TO: International Speech & Table Topics Contest Chair

PURPOSE: Provided to assist individuals involved in putting together a speech contest. This guide is not intended to be all-inclusive nor is it the official rules of the contests. The Contest Chair, Chief Judge, and other contest officials should read and follow the instructions in the current ***Toastmasters Speech Contest Rule Book***.

The changes include the following (in **Bold**):

2. Eligibility A

- a) **Have completed six speech projects in the Competent Communication manual or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.**
 - 1. **However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.**
- B. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.
 - 1. At a club contest, be a paid member.
 - 2. At an area, division, or district contest:
 - a) Be a paid member for a minimum of six months.
 - b) Have completed a minimum of six speech projects in Competent Communication or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.**
 - c) Be physically present at the contest for which you are serving.
 - 3. At the International Speech Contest Semifinals and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six months.
 - b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.**
 - c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.
- C. **All other contest officials and the Evaluation contest test speaker must be paid members.**

4. Speech Subject and Preparation

- D. **Contestants must create their own speeches, and each must be substantially original.**
 - 1. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.

2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).

Contest Chair's Checklist

Preparation

11. **Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants' eligibility:**
 - **Club officers and district leaders can use the Eligibility Assistant available in Leadership Central of www.toastmasters.org to determine if a contestant is a paid member of a paid club, or a current district leader.**
 - Contact the Speech Contests team at World Headquarters by email at speechcontests@toastmasters.org.

Special Note: If the contest is a back-to-back area contest the general rules apply; however, the contestants and judges must know there are two or more areas competing. Though the speakers may appear to be all one group they are actually only competing against other clubs in their area. Therefore, judges need to know who is from which area and, since they are competing only against the contestants from their area, the scores must be entered on the designated area ballot.

Being the area or division Contest Chair is an ideal High Performance Leadership Project and is an essential component in achieving Advance Leader Silver.

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Main Timeline Checklist

The successful Area or Division Table Topics and International Speech contest process begins long before actual contest day:

At least 5 weeks prior to contest day - Area or Division Director will:

	<p>Recruit a Contest Chair (Preferably a person with at least some experience conducting Toastmasters contests at the club level. Ideally the Contest Chair is someone who may be interested in serving as an Area or Division Director)</p> <p>Contest Chair:</p> <ul style="list-style-type: none"> • Make sure every functionary receives a copy of the Speech Contest Rulebook (Item 1171). Available digitally from Toastmasters International <ul style="list-style-type: none"> ○ Toastmaster, Chief Judge, Sergeant At Arms, all Judges, Timers and Counters • Make sure every functionary receives a copy of this document. Available digitally from the district. <ul style="list-style-type: none"> ○ Toastmaster, Chief Judge, Sergeant At Arms, all Judges, Timers and Counters
	<p>Recruit a Chief Judge (Preferably a person with at least experience as a judge at an Area or Division contest)</p>
	<p>Set a contest date (To avoid conflicts check the D26 calendar for Division Contest dates; Area Directors consult with the Division Director prior to sending the contest event information to the Program Quality Director for approval)</p>
	<p>Find and reserve a contest location</p>
	<p>Notify all clubs (area contest) and/or areas (division contest) so they can plan accordingly</p>
	<p>Notify the Program Quality Director to have the location and time for the contest added to the calendar on the district website. Submit your request in the following format (highlighted information is a sample only):</p> <p>8:00am E1/E2 Table Topics and International Speech Contest When Sat, March 25, 8am – 12pm Where Xilinx Retreat Center, 1951 South Fordham Street, Longmont, CO 80503 Description Set up: 7:30am Registration: 8:00am Briefing: 8:30am Contest: 9:00am-12:00pm Contact: E1 Area Director, Jane Doe, <email> <phone #></p>

At least 4 weeks prior to contest day - Contest Chair will:

	<p>Verify the scheduled contest date of the Area and/or Division contest</p>
	<p>Obtain a complete contest packet from the District Program Quality Director</p>

	Recruit a Toastmaster and instruct him/her on their role and the use of this contest guide with the Toastmaster's script. Be sure they READ their script.
	Contact the Chief Judge and instruct him/her on their role and the use of this contest guide with the Chief Judge's script. Be sure they READ their script at their Briefings.
	Recruit a Backup Toastmaster and Backup Chief Judge
	Recruit someone to be in charge of refreshments or try to recruit a club to sponsor. All refreshments should be donated by clubs within the Area/Division.
	Create and distribute promotion flyers to participating clubs, all Area and Division Directors, the District Public Relations Officer, local libraries, companies near the location and other promotional avenues
	Verify contest information is posted on the District 26 Calendar (http://www.d26toastmasters.org/calendar/)

At Least 3 weeks prior to contest day - Contest Chair will:

	Acquire the names, phone numbers and email addresses for the 1 st , 2 nd and 3 rd place winners from the previous level (Clubs at Area Contest; Areas at Division Contest; Divisions at District Contest)
	<p>Contact the winners at the previous level</p> <ul style="list-style-type: none"> • Congratulate them on their win • Make sure they know when and where to be on contest day/night • Encourage them -- often because people are new to contests they do not know what a rewarding experience awaits them, and they're quick to skip the opportunity. It's up to YOU to sell them on going to the next level. <p>Area Contest Note:</p> <ul style="list-style-type: none"> • For areas with 4 or fewer clubs, both the 1st and 2nd place winners at the club contest may compete in the Area contest (subject to district approval 8 weeks before the area contest); however, only the 1st place area winner advances to the Division. • For areas within a division with four or fewer areas, two winners from each area may advance to the Division contest (subject to district approval) <p>Division Contest Note:</p> <ul style="list-style-type: none"> • Only the 1st place winner in each category advances to the District
	Acquire the Speech Contestant Profile (form 1189) and Speaker's Certification of Eligibility and Originality (form 1183) for each contestant from Contest Chair of previous level
	Instruct contestants to show up 20-30 minutes before the contest start time to complete profile sheets (in the event these were not forwarded from the previous contest) and to be present for the briefing and drawing for speaking order
	Recruit Sergeant-at-Arms and provide outline of responsibilities

	<p>Contact the Chief Judge to recruit judges. Judges are ineligible to judge if they are competing in the same contest cycle.</p> <p>Be sure each judge receives a copy of the <i>Speech Contest Rulebook</i> (Item 1171)</p>
	<ul style="list-style-type: none"> • <u>Area Contest</u>: An equal number of voting judges from each club in the area, or a minimum of five voting judges plus Tiebreaking Judge. No club with a contestant should have more judges than another. • <u>Division Contest</u>: An equal number of voting judges from each area in the division, or a minimum of 7 voting judges plus Tiebreaker Judge. No Chief judge, voting judge or Tiebreaker Judge shall be a member of any club in which a contestant is a member. • <u>Division Contest</u>: An equal number of voting judges from each division in the district, or a minimum of 7 voting judges plus Tiebreaker Judge. No Chief judge, voting judge or Tiebreaker Judge shall be a member of any club in which a contestant is a member. • <u>District Contest</u>: An equal number of voting judges from each division in the district, or a minimum of 7 voting judges plus Tiebreaker Judge. No Chief judge, voting judge or Tiebreaker Judge shall be a member of any club in which a contestant is a member. • <u>Tiebreaker Judge</u>: Select someone you trust to remain bias and keep his/her identity confidential. <p><u>Contest Judges (including tie-breaking judge) qualifications (Area, Division, District):</u></p> <ul style="list-style-type: none"> • Be a TM Club Member in good standing for a minimum of 6 months • Have completed at least six <i>Competent Communicator Manual</i> projects
	<p>Recruit two timers (Area and Division); District, recruit 3 timers</p>
	<p>Recruit three ballot counters</p>
	<p>Inform all volunteers of the location and time of contests (Contestants, Judges, Timers, and Counters are briefed 30 minutes before the contest begins)</p>

	<p>For Area and Division contests, obtain contest packet (1 contest packet per Area) and trophies from Program Quality Director; for District contests, obtain trophies from Program Quality Director.</p> <p>Forms include:</p> <ul style="list-style-type: none"> • Table Topics Contest Judge's Guide and Ballot (7) • Table Topics Contest Tiebreaking Judge's Guide and Ballot (1) • Int'l Speech Contest Judge's Guide and Ballot (7) • Int'l Speech Contest Tiebreaking Judge's Guide and Ballot (1) • Judge's Certification of Eligibility and Code of Ethics (8) • Speaker's Certification of Eligibility and Originality (14) • Speech Contestant Profile (14) • Counter's Tally Sheet (4) • Speech Contest Time Record Sheet (4) • Notification of Contest Winner (2) • Results Form (2) – form 1168, for Chief Judge to provide to Toastmaster • Speech Contest Certificate of Participation (14) • Speech Contest 2nd Place Certificate (2) – Area Only • Speech Contest 3rd Place Certificate (2) • Timer Card set <p>Other:</p> <ul style="list-style-type: none"> • 1st Place Trophy for each Area (for each Contest) • 1st & 2nd Place Trophy for Division (for each Contest) <p>Have the current <i>Speech Contest Rulebook</i> (Item 1171) available at the contest</p>
	<p>Arrange for someone to bring timing lights (primary and back-up set) and stop watches; have a non-electric timing device (battery or cards)</p>
	<p>Determine if any of the contestants have a special need such as limited mobility, sight or hearing impaired Make sure any special needs are accommodated</p>
	<p>Check with Refreshments Chair (if appropriate) – Verify everything is organized and ready</p>
	<p>Ensure the Toastmaster has prepared an appropriate Table Topic question; must be kept confidential. The day of the event, bring a backup question in case the Toastmaster forgets to bring the Table Topics question.</p>

One day before the contest - Contest Chair will:

	<p>Verify and make final coordination with Toastmaster and Chief Judge</p>
	<p>Double check with all volunteers to make sure they still plan to attend</p>
	<ul style="list-style-type: none"> • Contact contestants one additional time by email or phone as a reminder of the contest, time to be there and that you'll be looking forward to their competition • If any contestant will not be participating, immediately contact the Club, Area or Division for name of alternate and notify him/her

	Communicate with Area or Division Director the status of the contest
	Prepare an agenda identifying the following: Toastmaster, Contest Chair, Chief Judge and Contestants Do NOT list on the agenda <ul style="list-style-type: none"> • Contestant speech titles, club or Toastmaster Designation (e.g., CC, CL, AC) • Contest volunteers (Timer, Counters, etc.) • Judges WILL NEVER be identified
	Make enough copies of agenda to allow for unexpected visitors and guests
	Prepare Certificates of Participation for contestants; encourage the use of printer versus hand written
	Consider printing 2 nd place & 3 rd place certificates for all Area Contestants (3 rd place certificates for Division Contestants). Preprinted certificates are more professional looking
	Have available a dozen or so pens for contestants to use when completing forms

The day of the contest but before the show starts - Contest Chair will:

	Arrive at least 1 hour before contest start time
	Have the following items available: <ul style="list-style-type: none"> *Speech Contest Rulebook (Item 1171) *Clipboards *Notepads *Pens *Gavel *List of contestants *Contest Agenda *Contest Packet *Trophies (Area 1st/Div1st, 2nd)
	Coordinate room set-up with Sergeant at Arms and Refreshment Chair
	Coordinate with Chief Judge and review the event
	Designate an area for a registration table (Have Sergeant at Arms locate and place)
	Check off volunteers and contestants as they arrive
	Greet contestants as they arrive and collect Certificate of Eligibility and Speech Contestant Profile forms. If they do not have them, direct them to the registration table and have them fill out the forms and return them to you.
	Give all completed Speech Contestant Profile forms to the Toastmaster (for use in interviewing)

	Meet with the Toastmaster and go over the contest format and procedures
	Advice the Sergeant at Arms where to place the Candidates Corner for people running for District Offices
	Verify with the Toastmaster the contest Table Topic is written and still confidential
	Brief the Sergeant at Arms 30-45 minutes before start time
	Announce that all International Speech and Table Topics Contestants report to a designated area for briefing
	Brief the speech contestants 30-45 minutes before start time (see Appendix A) Draw for speaking order
	Deliver speaking order (for both contests) to the Chief Judge Deliver speech titles for speech contest contestants to the Toastmaster

The day of the contest but before the show starts - Chief Judge will:

	Arrive at least 1 hour before contest start time
	Ensure your pre-determined Tiebreaker Judge has arrived Conduct their brief and answer any last minute questions Remind them that you will collect his/her ballot
	Verify Judges Qualifications <u>Contest Judges (including tie-breaking judge) qualifications (Area, Division, District):</u> <ul style="list-style-type: none"> • Must be a TM Club Member in good standing for a minimum of 6 months • Have completed at least six <i>Competent Communicator Manual</i> projects • May not be competing in this contest cycle for this type of contest
	Brief all judges and timers beginning 30-45 minutes before start time (see Appendix B) Tiebreaking Judge remains anonymous
	Verify contestant eligibility; have judges complete the Judges Qualification & Certification form (Tiebreaker Judge will sign last)

The day of the contest but before the show starts - Toastmaster will:

	Arrive at least 1 hour before contest start time
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	Choose a seat near the front of the room on the side offering easy access to the front of the room allowing for smooth transition. You're going to be getting up and sitting down quite a bit!
	<ul style="list-style-type: none"> • Meet and check off contestants as they arrive • Verify proper pronunciation of the contestants names • Know the contestants' title of their speech
	Let the speakers know they are going to be interviewed and to keep their answers brief (20-30 seconds)
	Coordinate with the Contest Chair that the table topic is prepared as previously discussed
	Point out the Contest Chair and inform them when the briefings will begin
	<ul style="list-style-type: none"> • Look for District Officers who have shown up for the contest. You'll be introducing them at the beginning, so take the time now, while the Chief Judge and Contest Chairs are giving briefings, to introduce yourself. • Determine the proper officer position they hold within Toastmasters • Ensure you know the correct pronunciation of their names • Introduce District Officers from highest level to lowest
	<ul style="list-style-type: none"> • Find the Sergeant-at-Arms and coordinate the kick-off of the contest • Coordinate any special needs of the speakers
	Acquire the speaking order and speech titles from the Contest Chair and provide the list to the timers

The day of the contest but before the show starts - Sergeant-at-Arms will:

	Arrive no later than 1 hour before contest time; welcome guests and be available to direct guests to bathrooms and food area
	Set-up room before briefings begin; SAA will need to attend contestant briefing
	Secure a room (or area) far enough away from the contest (out of hearing range) where Table Topics contestants will be taken
	Coordinate with the Toastmaster regarding duties and opening process
	Attend the Contest Chair briefing; must be aware of any contestant preparation needs

<p>Designate area for a Candidates Corner that is out of the foot traffic area for declared candidates who are running for ELECTED District 26 Officer positions (District Director, Program Quality Director, Club Growth Director, and Division Directors) to display election material. The display of election material may only be done after the District Director announces the candidates. No candidate may campaign before the District Director announces the nominees.</p>
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The Table Topics Contest Begins

Sergeant-at-Arms:

	Sounds the gavel – 1 tap only
	Welcomes everyone; reminds everyone to turn off their cell phones
	Introduces the hosting Director (Area or Division Director)

Area or Division Director:

	Welcomes the group, gives any BRIEF introductory remarks and introduces the Toastmaster
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Toastmaster:

	Welcomes the group and reminds again to turn off phones
	Provide an upbeat introduction and overview of what the audience will see during this contest
	Introduce the concept of contests: why public speaking contests are important, the contestants have chosen to challenge themselves to “step beyond their comfort zone” and gain experience beyond the club
	Mention the first place winners of this event will go on to the next level. Announce the date and location

	<p>At EVERY contest Introduce only the district officers present by simply stating their names and position and having them stand in the following order (see Dignitary Introductions.xlsx):</p> <ul style="list-style-type: none"> • Region Advisors • Current and Past International Directors and Immediate Past District Director • Immediate Past District Director • Past District Directors/Governors • District Director • Program Quality Director • Club Growth Director • Administration Manager • Finance Manager • Public Relations Manager • Division Directors (Have them stand as a group and each state name and Division) • Area Directors (Have them stand as a group and each state name and Area) <p>NOTE: Past District Directors title will apply in the fall of 2017 – until this time we will have no Past District Directors. Only Past District Directors/Governors are allowed to compete from the list of officers above. In the event one of the above listed officers is serving as a functionary, or in the case of Past District Directors/Governors being a contestant, a simple statement should be made that not all district officers present are introduced if they have a role in the contest</p>
	Announce the speaking order
	Introduce the Chief Judge

The Chief Judge informs the audience SEE APPENDIX C:

	<p>After Chief Judge briefing of the audience, announce, “The contest may now begin!” Return control to the Toastmaster (each contest should have a briefing before it begins)</p>
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The Toastmaster:

	<p>Make a smooth transition between Chief Judge comments and the actual start of the contest by providing a relevant or interesting comment</p>
	<p>“It is important that each contestant have an equal platform from which to compete. This is the only way a contest can be fair. This means no leaving the room, no doors slamming, no dropping change on the floor, etc.”</p>
	<p>To begin the first event, consider this verbiage: “We will start with the Table Topics contest. At this time, I would like to ask the Sergeant-at-Arms to escort all but our first contestant to the secured location outside the room and I would like to ask the first contestant to remain just inside the door until the Sergeant-at-Arms gives the signal that the other contestants are secure.”</p>

The Sergeant-at-Arms:

	Escort all but the first Table Topics contestant outside the room to a separate secure room where they cannot hear the other participants. Once secure, the SAA returns to the contest room with the first contestant and signals the Toastmaster.
	After the first contestant speaks, the judges will have 1 minute to mark their ballots. This is your time to get the next contestant so when the minute is up, you will have the next contestant standing just inside the door. Instruct each contestant as you are walking him/her to the contest room, "the judges are currently marking their ballots so there may be some silence until you are introduced. Until you are formally introduced, please stand just inside the door." It is a good idea to stand next to the contestant to make sure that person does not walk up to the front of the room until the introduction has been made.

The Toastmaster:

	After the SAA gives the signal, the first contestant is introduced in this fashion: "Our" (first/next) "contestant is", state their name and applaud as they approach
	When the first contestant approaches, shake hands Make sure everyone is quiet then (read) the table topic twice, state contestant's name again, then sit down Note: You must read the table topic the same way for every contestant
	After a contestant has completed the Table Topic, offer the second handshake and say: "May we please have one minute of silence while the judges mark their ballots?"

The Sergeant-at-Arms:

	As soon as the first contestant completes the response, this is your time to get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already.
	Be ready to leave the room to get the next contestant as soon as this one has finished

The Toastmaster:

	When the timer signals one minute has passed, move right into introducing the next contestant by saying: "Judges, please prepare for our next contestant."
	Introduce the next Table Topics contestant as before
	After the final contestant has presented, announce, "We request silence until all judges have cast their official votes. Judges, please raise your ballot in the air when you have completed your ballot and our Chief Judge and counters will collect the ballots." The Chief Judge will let you know when all ballots have been collected. If necessary, remind the audience to remain silent until all the ballots are collected.

	After all ballots have been collected, announce, "Let's give all of the contestants another round of applause!!"
	Announce, "We will soon take a 10-minute break but before the break, let's meet our Table Topics contestants!!" If there is a contestant(s) competing in the International Speech Contest, announce, "I'd like to ask all of our Table Topics contestants who are not competing in the International Speech Contest to come to the front of the room please," otherwise announce, "I'd like to ask all of our Table Topics to come to the front of the room please." NOTE: Interviews are held at this time for ONLY those contestants not competing in both contests
	Line up the contestants in the order they presented. Start with the first contestant by having him/her to say the name of his/her club and the city or town in which the club is located. Ask how long he/she has been in Toastmasters and ask one question to expand upon. Most Toastmasters will look at the contestants' profile sheets to arrive at specific questions for each contestant. NOTE: Be very careful to limit these responses to 20 seconds or so. You don't want another speech from this person, just a little more content to add to the event. (This is a good thing to point out when briefing contestants at the beginning)
	After the first contestant completes the interview, thank him/her for participating, present him/her with a Certificate of Participation and ask for one more round of applause for that person. Have this contestant move to the end of the line and then continue with interviews.
	When all contestants have been interviewed, announce, "Let's give another round of applause for our contestants as they return to their seats."
	ANNOUNCE A 10-MINUTE BREAK AT THIS TIME

During the contest, the Chief Judge will:

	Collect the Speech Contest Time Record Sheet and Instructions for Timer (Item 1175) from the timers
	Collect the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge
	Resolve any eligibility or originality protests that may arise
	Oversee the counting process making sure all ballots are counted twice to ensure accuracy
	Provide a list to the Contest Chair showing placement of all contestants

The International Speech Contest Begins

Sergeant-at-Arms:

	When the timer signals that 10 minutes is up, start gathering people that have gone outside the contest room and ask that they quickly make their way back to their seats
	Go to the front of the room and re-sound the gavel to get everyone's attention and, in a firm voice, request people return to their seats
	Re-introduce the Toastmaster

Toastmaster:

	Here's the trickiest part of the whole contest! You need to provide a smooth transition between people who are still not sitting down and the first contestant. This can take some last minute improvisation!! It's best to have something planned, perhaps something funny that happened to you at a contest or as a Toastmasters member. You want to talk about something for about 1-2 minutes so people stop thinking about the conversation they were just having with their long lost friend from another area and get them ready to listen to the upcoming speeches. This is also a good time to thank everyone for helping provide an equal platform for the table topics contestants and that you will ask their same level of effort for the speech contestants. You DON'T want 3 or 4 people talking through the first 30 seconds of the first presenter!
	Re-introduce the Chief Judge for another briefing (Follow the same briefing as before. See Appendix C).

The Chief Judge informs the audience SEE APPENDIX C:

	After Chief Judge briefing of the audience, announce, "The contest may now begin!" Return control to the Toastmaster (each contest should have a briefing before it begins)
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Toastmaster:

	Announce the speaking order
	Request the audience applaud only at the beginning of the introduction
	Say: "Please welcome our first contestant" - applaud and then offer a handshake "Our 1 st contest is... " Contestant's Name, Speech Title, Speech Title, Contestant's Name NOTE: The timing starts with the first word or gesture to the audience
	When the speaker has finished, announce, "May we please have one minute of silence while the judges mark their ballots?"

	<p>When the timer signals one minute has passed, move right into introducing the next contestant by saying: “Judges, please prepare for our next contestant.”</p>
	<p>Introduce the next contestant with: “Please welcome our next contestant”- applaud, offer a handshake, state the Contestant’s Name, Speech Title, Speech Title, Contestant’s Name.</p>
	<p>After the last contestant, “We will now remain silent until all judges have completed their ballots and the ballots have been collected by our counters.” (There is no time limit for judges to complete tallying ballots) The Chief Judge will let you know when all ballots have been collected If necessary, remind the audience to remain silent until all the ballots are collected</p>
	<p>After ballots have been collected, say: “Let’s give all of the speech contestants another round of applause! While the ballots are being counted, let’s meet our contestants.” Invite all of the International speech contestants to the front of the room for interviews and also any Table Topics contestants that competed in both contests.</p>
	<p>Begin the interview with the Table Topics Contestants, if any. “Please line up in the order you presented.” Ask each contestant, “Tell us the name of your club, where it’s located and how long you’ve been in Toastmasters”. Next ask one question to expand upon. Most Toastmasters will look at the contestants’ profile sheets to arrive at specific questions for each contestant. NOTE: Be very careful to limit these responses to 20 seconds or so. You don’t want another speech from this person, just a little more content to add to the event.</p>
	<p>After the first contestant completes the interview, thank him/her for participating, present him/her with a Certificate of Participation and ask, “May we please have another round of applause for _____”. Have this contestant move to the end of the line and then continue with interviews.</p>
	<p>When all contestants have been interviewed, announce, “Let’s give another round of applause for all our contestants as they return to their seats!”</p>
	<p>Thank speakers and audience -- especially the Chief Judge (by name), Contest Chair (by name), timers (by name) and Judges (anonymously – not by name)</p>
	<p>Any special gifts that are being presented by the Contest Chair should be done before the Area Directors are introduced to make contest announcements.</p>

This is the time, while the votes are being counted, for District Announcements.

The District Officers should be called on in “reverse order” (see Dignitary Introductions.xlsx). When calling upon Area/Division Directors, ask that they stand **only** if their contests have not yet taken place. Area/Division Directors may stand, each as an individual group, and each may state the date, location of their contest and mention if they need help.

To begin announcements say, “While we’re waiting for the votes to be tallied, we’re going to maximize the suspense a bit by allowing our visiting District Officers to fill the time. Please help me welcome...”

Order of introductions:

- Area Directors
- Division Directors
- Public Relations Manager
- Finance Manager
- Administration Manager
- Club Growth Director
- Program Quality Director
- District Director
- Past District Governors
- Immediate Past District Director
- Past International Director
- Region Advisor

At the end of the District announcements, ask, “Will the candidates for an ELECTED District Office for 2017-2018 please stand. Audience, please hold your applause until all candidates have had the opportunity to speak.” You may recognize the candidates in the order comfortable for you. Ask, “Will you please state your name and the office for which you are running.”

Thank the candidates and proceed with the Awards Ceremony.

The Awards Ceremony and Conclusion

The Toastmaster:

	Be prepared with some "filler" if votes are not completed by the time announcements are finished
	Receive results from the Chief Judge
	Ask the Area (or Division Director, dependent upon the type of contest) to come forward to present the awards
	In contests with five or more contestants, a 3 rd , 2 nd and 1 st place winner will be announced. In contests with four or fewer contestants, a 2 nd and 1 st place winner will be announced.
	At the end of each contest (Area, Division or District), ask that all winners remain standing at the front for a group picture.
	<p>At the Area level, there is a 2nd and 3rd place certificate and a 1st place trophy. At the Division, there is a 3rd place certificate, a 2nd and 1st place trophy.</p> <p>Present awards starting with the Table Topics contest and then the International Speech contest. It is strongly suggested that awards be presented using the following script: "For our Table Topics Contest there (was/was not) a disqualification due to time." (Do NOT name the person disqualified. The chief judge may discuss the matter privately with the disqualified contestant(s).) If there were 5 or more contestants - "Our third place winner is _____." "Our second place winner, who will serve as an alternate if the first place winner is unable to attend the upcoming contest is _____." "And, finally, our first place winner, who will be representing us at the upcoming _____ contest at _____ on _____ is _____."</p> <p>"For our International Speech Contest there (was/was not) a disqualification due to time." (Do NOT name the person disqualified. The chief judge may discuss the matter privately with the disqualified contestant(s).) If there were 5 or more contestants - "Our third place winner is _____." "Our second place winner, who will serve as an alternate if the first place winner is unable to attend the upcoming contest is _____." "And, finally, our first place winner, who will be representing us at the upcoming _____ contest at _____ on _____ is _____."</p> <p>For 4 or fewer contestants, only the 2nd and 1st place winners are announced.</p>
	Give ending comments, announce the date and location for the next event and encourage attendance. In closing, thank all who helped make the contest a success.

	Return control of the event to the Area/Division Director (dependent on type of contest) to close the contest
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Area or Division Director:

	Congratulate Toastmaster, Contest Chair and Chief Judge for a job well done
	Thank the club or person who was responsible for arranging use of the facility for the contest and the food committee
	Again, mention the date and location of the next level contest
	Thank audience for attending
	Turn the meeting over to Sergeant at Arms to Close the event

Sergeant-at-Arms:

	Reminds everyone to turn ON their cell phones
	Announce that the event is now concluded
	Sound the gavel

After the contest - Contest Chair

	Gather Speech Contestant Profile (Item 1189) and Speaker Certification of Eligibility and Originality (Item 1183) forms of winners Deliver both sets of forms to the Chief Judge
	Chief Judge: Complete Notification of Winners form (Item 1182) Deliver Speech Contestant Profile forms, Speaker Certification of Eligibility and Originality forms and Notification of Winner form to the Contest Chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level. Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.

After the contest - Sergeant at Arms

	Return room to original condition
	Assist with cleanup

APPENDIX A: Contest Chair Checklist

Table Topics Contestant Briefing

	Have available Speech Contestant Profile and Speaker Certificate of Eligibility and Originality forms
	Check off volunteers and contestants as they arrive
	Collect or have contestants complete Speech Contestant Profile and Certificates of Eligibility and Originality
	Announce all Table Topics Contestants report to a designated area for briefing
	Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up
	Verify all contestants are present
	Verify the pronunciation of their names
	Review the speech contest rules with speakers
	Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality. This is usually not an issue for Table Topics contestants.
	Assure contestants that the judges have been briefed and that it has been made clear to each judge that this is an important contest and that they be unbiased in their selection
	Explain that the Table Topics contest will occur first
	Explain that Table Topics Contestants will be escorted out of the room to a secured location so they cannot hear the topic or the responses and they will be escorted to the room when it is their time. Inform them they may stay in the room after they have spoken. Inform them they may not take their cell phones into the sequestered room.
	Explain that the contestants remain at the door until the Toastmaster introduces them

	Identify the designated speaking area. Explain it is important to stay within the area and while they will not be disqualified for going outside the designated area, judges may take that into consideration. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants shall have the opportunity to test any amplifying equipment before the contest.
	Explain how the Table Topics contestants will be introduced: Contestant Name, Table Topic, Table Topic, Contestant Name
	Explain that the timing starts with the first word or gesture made to the audience
	Show where the lights are located and turn them on so that all contestants can see what they look like Explain the alternate timing system
	Timing will start with the first definite verbal or non-verbal communication with the Audience
	Review timing protocol with contestants Green light – 1 minute (stays on until Yellow Light; then is turned off) Yellow light – 1 minute, 30 seconds (stays on until the Red Light; then is turned off) Red light – 2 minutes (The red light STAYS ON until the contestant has finished) <ul style="list-style-type: none"> • Must speak for at least one minute but no more than 2 minutes 30 seconds
	Explain that protests are limited to speech originality or eligibility of a contestant and that protests can only be lodged by contestants or judges and they must be lodged with the Chief Judge or Contest Chair prior to announcing the contest winner
	Ask if there are any questions
	Draw for speaking order by placing numbers in a hat and having the contestants draw for speaking order
	Write the names and speaking order on a piece of paper for delivery to the contest Toastmaster

International Contestants Briefing

	Announce to audience that all International Speech Contestants to report to the designated area for briefing
	Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up
	Verify the pronunciation of their names
	Review the speech contest rules with speakers

	Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality
	Assure contestants the judges have been briefed and that it has been made clear to each judge that this is an important contest and that they need to be unbiased in their selection
	Explain that the Speech contest will occur second, after Table Topics and after the break, if there is one
	Explain that introductions will be Name, Speech Title, Speech Title, Name
	Explain that they may stay in the room for the entire contest or they may go outside the room if they choose
	Identify the designated speaking area. Explain it is important to stay within the area and while they will not be disqualified for going outside the designated area, judges may take that into consideration. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants shall have the opportunity to test any amplifying equipment before the contest.
	Show where the lights are located and turn them on so the contestants can see what they look like Explain the alternate timing system
	Timing will start with the first definite verbal or non-verbal communication with the Audience
	Review timing protocol with contestants Green light – 5 minutes (Stays on until Yellow Light; then is turned off) Yellow light – 6 minutes (Stays on until the Red Light; then is turned off) Red light – 7 minutes (The red light STAYS ON until the participant has finished) <ul style="list-style-type: none"> • Must speak for at least 4 minutes 30 seconds but no more than 7minutes 30 seconds
	Explain that protests are limited to speech originality or eligibility of a contestant and that protests can only be lodged by contestants or judges and they must be lodged with the Chief Judge or Contest Chair prior to announcing the contest winner
	Ask if there are any questions
	Draw for speaking order by placing numbers in a hat and having the contestants draw for speaking order
	Write the names, speech titles, and speaking order on a piece of paper for delivery to the contest Toastmaster and Chief Judge

APPENDIX B: Chief Judge’s Checklist and Briefings

Tasks to complete before the Contest

	Bring clipboard, notepad, pens, two stopwatches, Speech Contest Rulebook (Item 1171), timing lights and backup timing cards
	Bring all required forms - contest ballots including tie-breaking ballots, time record sheets, counter’s tally sheet, notification of contest winners form and Results form (Item 1168)
	Arrive at least 1 hour before contest start time
	Check off volunteers as they arrive to make sure all your judges, counters and timers are available
	Select (in secret) a Tie-Breaker Judge. Tie-breaker Judge remains anonymous.
	Let the Tie-Breaker Judge know the Chief Judge will collect his/her ballot. Tie-Breaker Judge should be briefed prior to all other briefings and receives the Tiebreaking Judge’s ballot for each contest. When briefing the Tie-Breaker Judge, follow the same rules as other judges briefings but remind the Tie-Breaking Judge that he/she MUST place ALL contestants on his/her ballot or his/her ballot will be disqualified.
	<p>Verify Judges qualification – Contest Judges (including tie-breaker judge) qualifications (Area, Division, District):</p> <p>a. Must be a TM Club member in good standing for a minimum of 6 months b. Must have completed at least six <i>Competent Communicator Manual</i> projects c. At Division and District contests – no judge shall be a member of any club in which a contestant is a member</p>
	Have judges complete and sign Judge’s Certification of Eligibility and Code of Ethics form (Item 1170)
	Brief all judges, timers and counters beginning 30-45 minutes before start time

Briefing of Judges

	Assemble the judges and thank them for showing up. Explain the importance of this event. Things to include might be “The contestants have all worked very hard to get to this point and everyone really wants to win. Please be attentive and unbiased in your judging.”
	<p>Distribute the following to each voting judge:</p> <ul style="list-style-type: none"> ○ Judge’s Guide and Ballot (one for each contest type – Table Topics/International). If back-to-back Area contests are being held, each Judge receives one ballot for each contest type for each Area. Example: 2 Areas competing in both Table Topics and International contests. Each judge receives 4 ballots. Again, f it is a back-to-back area contest explain the process for judging each contestant only against others in their area. ○ Judge’s Certification of Eligibility and Code of Ethics (Item 1170)

	Review the Judge's Certification of Eligibility and Code of Ethics form (Item 1170). Ask each judge to review the criteria on the back of the ballot and sign the form.
	Review the judge's ballots and make sure everyone knows how the ballots should be completed. Pay particular attention to new judges. Remind them that it's not purely numbers that count. Impress on them that they can use the grading system provided in any way they want or not at all. The only thing you need from them is the actual ballot at the bottom, torn off and signed.
	When a judge makes a decision, the ballot at the bottom should be fully completed. This includes: contestant ranking: 1st, 2nd, 3rd (unless Tiebreaker who ranks all contestants), printed name, and signature of judge . Once completed the judge removes the bottom of the ballot and provides ballot to the ballot counters. The remaining portion of the ballot should be disposed of away from the contest area. EMPHASIZE: If a judge does not SIGN his or her ballot, the ballot is void.
	Announce there is a Tie Breaker Judge but that person will not be identified
	Make sure to identify, for the judges, where the designated speaking area will be. Inform them that they may take into account the contestants use or misuse the area; however, moving outside the speaking area is not cause for disqualification.
	Explain that protests are limited to content originality and contestant qualification. Protests must be lodged by them to the chief judge or contest chair before results are announced
	Instruct voting judges to sit close to the contest area in case of an outside disturbance or a malfunctioning technical system. Judges should not sit next to a contestant.
	Explain that the Table Topics contest will occur first and then, after the break, the International Speech contest will begin
	Suggest that judges make notes of key point or observations during each speech to help them during the final judging
	Explain that judges will have 1 minute to mark their ballots after each contestant and then will have as much time as they need after the last contestant to tally their votes and complete their final ballot
	Remind the judges to hold their ballots in the air when completed and the ballot counters will pick them up, except for the Tie Breaker Judges ballot which is collected by the Chief Judge
	Remind the judges not to discuss his/her results with anyone (including another judge) and they are not to discuss their vote or observations with any of the contestants

After each contest when all judges ballots have been collected:

Accompany and assist counters

Chief Judge will provide 1st, 2nd, and 3rd place winners for each contest to the contest chair

Briefing of Ballot Counters

	Provide each Ballot Counter with a Counter's Tally Sheet (Item 1176) for each contest
	Explain they are responsible for collecting judges ballots when they are held in the air after each contest (with the exception of the Tiebreaker ballot which the Chief Judge will collect)
	Explain it is up to them to disqualify any ballot if it has not been signed by the judge
	Explain it is up to them to disqualify a contestant if they have not met the timing requirements
	Explain each Ballot Counter will fill out a Counter's Tally Sheet using the Ballots collected from the Judges. Once all Judges ballots have been used, the Ballot Counters will review and compare the results. If there are any differences in the results, the Ballots will be reviewed until all Counters' Tally Sheets have the same result.
	Explain the Tiebreaker ballot is used ONLY if there is a tie – it is not to be opened or reviewed unless there is a tie and the Chief Judge will be responsible for this ballot. In case of a tie: the tied contestant who receives the highest ranking on the tiebreaker's judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
	Have them locate the table outside the contest room where they will take the votes for counting. If not available they should contact Sergeant at Arms.

Briefing of Timers

	Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
	Provide each timer with one Timer Record Sheet for each contest. If back-to-back Area contests are being held, each Timer receives one Timer Record Sheet for each contest type for each Area. Example: 2 Areas competing in both Table Topics and International contests. Each Timer receives 4 ballots.
	Inspect the light (including back-up) to ensure they work. Inspect non-electric option
	Inspect the two stop watches (or timing device) to ensure they work

	<p>Review the timing and recording procedure.</p> <p>Timing Table Topics Contest:</p> <p>Green light – 1 minute (stays on until Yellow Light; then is turned off)</p> <p>Yellow light – 1 minute, 30 seconds (stays on until the Red Light; then is turned off)</p> <p>Red light – 2 minutes (The red light STAYS ON until the participant has finished)</p> <ul style="list-style-type: none"> • Must speak for at least 1 minute but no more than 2 minutes 30 seconds
	<p>International Speech Contest</p> <p>Green light – 5 minutes (stays on until Yellow Light; then is turned off)</p> <p>Yellow light – 6 minutes (stays on until the Red Light; then is turned off)</p> <p>Red light – 7 minutes (The red light STAYS ON until the contestant has finished)</p> <ul style="list-style-type: none"> • Must speak for at least 4 minutes 30 seconds but no more than 7minutes 30 seconds
	<p>Explain the Chief Judge will pick up the time sheets</p>

APPENDIX C: Chief Judge SCRIPT for Briefing of Audience

PLEASE READ THE SCRIPT (adlibbing & adding to the script delays the contest and may add confusion). When called upon by the Toastmaster, brief the audience.

	“Contestants, judges, timers and counters have been briefed.”
	“All contestants have been deemed eligible to compete.”
	“All judges have been deemed eligible to judge.”
	“Contestants have drawn for speaking order.”
	“All contestants please raise your hand.” Then mention, “Judges please move if seated next to a contestant.”
	“PLEASE check your phones and other NOISEMAKING devices & turn them off for the duration of the contest.”
	“Please do not leave or enter the room while a contestant is speaking because it is very important to provide an ‘equal platform’ for each contestant. If you must leave, please do so during the 1 minute of silence while judges complete their ballots.”
	Table Topics: “Contestants, give your cell phone to the Sergeant At Arms, leave it on your seat, or give it to someone sitting next to you when you are escorted to the secure area.”
	Announce: “The contest may now begin!” Return control to the Toastmaster

APPENDIX D: Sergeant-at-Arms Checklist

	Show up 1 hour before the contest start time in order to welcome guests, arrange the room and be on hand to direct people to bathrooms and refreshment areas
	Coordinate with Contest Chair on room arrangement
	Locate and place a Registration Table (usually near main entrance door)
	Locate and place the a table for trophies and certificates (Usually in front and to the side)

	Locate and place table for refreshments (usually back of room)
	Locate and place table for Contest Lights (center of room where easily seen by contestants)
	Place primary timing lights and hook up to electricity if needed (test)
	Place secondary electric timing device near table (test)
	Place back-up (non-electric) or timing cards on table (test)
	Locate and ensure two stop watches, if needed, are available (test them)
	Locate a room away from the contest room where Table Topics contestants will be taken so they cannot hear or see the other contestants
	Identify a table outside the contest room where the Ballot Counters will take the votes for counting
	Identify a table for the Candidates Corner away from the main flow of traffic
	Call the meeting to order, welcome the audience and introduce the Area Director (Area Contest) or the Division Director (Division Contest) who will make opening remarks
	Table Topics: When instructed by Toastmaster escort Table Topics contestants to secured location
	Table Topics: Direct the first contestant to stand just inside the door
	<p>Table Topics: After the first contestant speaks, the judges will have 1 minute to mark their ballots. This is your time to go get the next contestant so that when the minute is up, you will have the next contestant standing inside the door already.</p> <p>NOTE: Ask the contestant to remain next to you until the Toastmaster announces him/her. You want that person to receive a formal introduction and then benefit from a welcoming round of applause as he/ she approaches the Toastmaster</p>
	Close the meeting... thanking everyone for coming and rap the gavel
	Return the meeting room to its original state and clean up area

APPENDIX E: Timer Checklist

	Arrive at least 30 minutes before contest start time
	Attend the Chief Judges Timer's Briefing
	Obtain Timer Record Sheet from Chief Judge (each timer has one form for each contest). If back-to-back Area contests are being held, each Timer receives one Timer Record Sheet for each contest type for each Area. Example: 2 Areas competing in both Table Topics and International contests. Each Timer receives 4 ballots.
	Verify operation of the primary and secondary lights
	Locate back-up timing cards
	Check stopwatches or other timing devices (each timer should have their own individual devices) and make sure they are working
	<ul style="list-style-type: none"> • Designate one timer to operate the lights or cards • The light operator needs to make sure the light turns on each time they are used. If the primary lights stop working then the timers should use the alternate timing cards (if during the speech), or alternate lights or cards if between speeches • If the lights stop working during the contest and the cards are put in use, contestants need to be notified so they are aware of the change.
	Both timers will time and record the contestants name and times of the participants' performance on their own form
	Each timer will begin timing at the first verbal or non-verbal connection with the audience
	<p style="text-align: center;">Timing Table Topics Contest:</p> <p>Green light – 1 minute (stays on until Yellow Light; then is turned off) Yellow light – 1 minute, 30 seconds (stays on until the Red Light; then is turned off) Red light – 2 minutes (The red light STAYS ON until the participant has finished)</p> <ul style="list-style-type: none"> • Must speak for at least 1 minute but no more than 2 minutes 30 seconds <p style="text-align: center;">International Speech Contest</p> <p>Green light – 5 minutes (stays on until Yellow Light; then is turned off) Yellow light – 6 minutes (stays on until the Red Light; then is turned off) Red light – 7 minutes (The red light STAYS ON until the contestant has finished)</p> <ul style="list-style-type: none"> • Must speak for at least 4 minutes 30 seconds but no more than 7minutes 30 seconds
	Deliver Timing Forms to the Chief Judge when each contest is completed

APPENDIX F: Contestant Checklist

Before the Contest

	For International speech contests, select a topic and prepare your own substantially original speech
	Attend the Contestant's Briefing
	Inform the contest chair of any props you plan to use
	Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality
	Attend the Speaker's Rehearsal, if provided) and take note of the speaking area

During the Contest

	In the one minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.
	After your introduction, proceed immediately to the speaking area and begin your speech.
	Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech.
	Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.

	<ul style="list-style-type: none"> • Speech Contestant Profile (one for each contestant) • Counter's Tally Sheet (4) • Speech Contest Time Record Sheet (4) • Notification of Contest Winner (2) • Results Form (2) – form 1168, for Chief Judge to provide to Toastmaster • Speech Contest Certificate of Participation (one for each contestant) • Speech Contest 2nd Place Certificate (2) • Speech Contest 3rd Place Certificate (2) – only if there are 5 or more contestants in the contest • Timer Card set
	Coordinate room set-up with Sergeant at Arms and Refreshment Chair
	Designate an area for the certificate table (have Sergeant at Arms place)
	Designate an area for the refreshment table (have Sergeant at Arms place)
	Check off volunteers and contestants as they arrive
	Greet contestants as they arrive and collect Certificate of Eligibility and Contestant Profile Forms. If they do not have them direct them to the registration table and have them fill out the forms and return them to you.
	Give all completed Contestant Profile forms to the Toastmaster (for use in interviewing)
	Contest Chair if one is defined: Meet with the Toastmaster and go over the contest format and procedures

Table Topics Contestant Briefing (club Contest Chair or Toastmaster)

	Announce all Table Topics Contestants report to a designated area for briefing
	Congratulate contestants for their achievement of making it to this level of competition and thank them for showing up
	Verify all contestants are present
	Assure contestants the judges have been briefed and it has been made clear to each judge that this is an important contest and they will be unbiased in their selection
	Explain the Table Topics contest will occur first and that each contestant will be given the same question to answer

	Explain all but the first Table Topics Contestant will be escorted out of the room to a secured location so they cannot hear the topic or the responses and they will be escorted to the room when it is their time. Inform them, they may stay in the room after they have spoken.
	Explain each contestant should remain at the door until the Toastmaster introduces them
	Identify where the designated speaking area will be. Explain it is important to stay within the area and while they will not be disqualified for going outside the designated area, judges may take it into consideration.
	Explain how the Table Topics contestants will be introduced: Contestant Name, Table Topic, Table Topic, Contestant Name
	Explain the timing starts with the first word or gesture made to the audience
	Show where the lights are and turn them on so all contestants can see what they look like
	<p>Green light – 1 minute (stays on until Yellow Light; then is turned off)</p> <p>Yellow light – 1 minute, 30 seconds (stays on until the Red Light; then is turned off)</p> <p>Red light – 2 minutes (The red light STAYS ON until the participant has finished)</p> <ul style="list-style-type: none"> • Must speak for at least one minute but no more than 2 minutes 30 seconds
	Ask if there are any questions
	Draw for speaking order by placing numbers in a hat and having the contestants draw for speaking order
	Write the names and speaking order on a piece of paper for delivery to the contest Toastmaster

International Speech Contestants Briefing (Chief Judge)

	Announce to audience that you would like to have all International Speech Contestants report to a designated area for briefing
	Congratulate contestants for their achievement of making it to this level of competition. Thank them for showing up
	Assure contestants the judges have been briefed and it has been made clear to each judge that this is an important contest and they need to be unbiased in their selection
	Explain the International Speech contest will occur after Table Topics and after the break, if there is one

	Explain they will be introduced by Name, Speech Title, Speech Title, Name
	Explain they may stay in the room for the entire contest or they may go outside if they choose
	Identify the designated speaking area. Explain it is important to stay within the area and while they will not be disqualified for going outside the designated area, judges may take it into consideration.
	Show where the lights are located and turn them on so the contestants can see what they look like Explain the alternate timing system
	Timing will start with the first definite verbal or non-verbal communication with the Audience
	<p>Green light – 5 minutes (stays on until Yellow Light; then is turned off)</p> <p>Yellow light – 6 minutes (stays on until the Red Light; then is turned off)</p> <p>Red light – 7 minutes (The red light STAYS ON until the contestant has finished)</p> <ul style="list-style-type: none"> • Must speak for at least 4 minutes 30 seconds but no more than 7minutes 30 seconds
	Explain protests are limited to speech originality or eligibility of a contestant and that protests can only be lodged by contestants or judges and they must be lodged with the Chief Judge or Contest Chair prior to announcing the contest winner
	Ask if there are any questions
	Draw for speaking order by placing numbers in a hat and having the contestants draw
	Write the names, speech titles, and speaking order on a piece of paper for delivery to the contest Toastmaster and Chief Judge; ensure you know proper pronunciation of each contestant's name.

Refer to appropriate areas on page 11 in the Table of Contents – The Table Topics contest Begins, and Page 15 in the Table of Contents – The International Speech Contest begins for help with your contests!