

District 26 Contest Guide



**International Speech
&
Evaluation Contests**

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Introduction

TO: Contest chair and Team,

PURPOSE: To assist those involved in executing a speech contest. This guide is not intended to be all-inclusive nor is it the official set of contest rules. The Contest Chair, Chief Judge, and other contest officials should read and follow the instructions in the current ***Toastmasters Speech Contest Rule Book*** (item 1171). The Rule Book will supersede any discrepancies found within this Guide.

For more information, please visit these key websites:

<https://www.toastmasters.org/leadership-central/speech-contests>

<https://www.toastmasters.org/rulebook>

<https://www.d26toastmasters.org/speech-contests/>

<https://www.d26toastmasters.org/our-calendar>

Special Note: If the Evaluation Speech Contest and International Speech Contest are back to back area speech contests, the Toastmaster International Speech Contest rules apply. However, the contestants and contest 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.

Contest Planning Checklist

A successful Area or Division Evaluation and International Speech contest process begins long before actual contest day. The following timeline breaks down the planning activities to make the planning period manageable.

At least six weeks prior to contest day

The Area or Division Director responsibilities:

Recruit

- Contest Chair** - Recruit someone with at least some experience conducting Toastmasters contests at the club level. This is an ideal High Performance Leadership Project (HPLP) and essential component in earning Advanced Leadership Silver (ALS) under the legacy program.
- Chief Judge** - Recruit someone that has served as a judge at an Area or Division contest. The Chief Judge should not be a member in the same club as a contestant.
- Test Speaker** - Recruit a test speaker for the Evaluation Contest to present a 5-7 minute manual speech. Speaker must have completed six speech projects from the CC manual or two levels in the Pathways learning experience. They must be from a club outside the Area or Division. Nominated candidates for elected offices may not be a Test Speaker.

Schedule

- Contest date** - Please check <https://www.d26toastmasters.org/our-calendar> first. Contests can overlap with other contests/event if drive time is greater than one hour. Consult your favorite online mapping software to confirm before proposing.
- Location** - Find and reserve a contest location. Facility must have a larger contest area and at least two private smaller rooms. If a free venue is unavailable, please request pre-approval to spend money or consider alternate date.
- Post** - Area Directors must submit information to Division Directors, whom will notify the Program Quality Director to add contest to the D26 calendar. The PQD will enter on calendar on first-come-first-served basis. Submit your request using the following template:

Area 1/Area 2 Evaluation and International Speech Contests

When: Sat, March 25, 8am – 12pm

Where: Xilinx Retreat Center, 1951 South Fordham Street, Longmont, CO 80503

Set up: 7:30am

Registration: 8:00am

Briefing: 8:30am

Contest: 9:00am-12:00pm

Clean-up: 12:00pm-12:30pm

Contact: E1 Area Director, Jane Doe, <email> <phone #>

Notify

- Notify** - Once posted to the D26 Calendar, contact all clubs (area contest) and/or areas (division contest) so they can plan accordingly.

At least three weeks prior to contest day

The Contest Chair responsibilities:

Contest Materials

- Packet** - Obtain a contest packet. (District quantities shown, local contests may vary):
 - Evaluation Contest Judge's Guide and Ballot (8)
 - Evaluation Contest Tiebreaking Judge's Guide and Ballot (1)
 - International Speech Contest Judge's Guide and Ballot (8)
 - International 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 (16)
 - Speech Contestant Profile (16)
 - 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 (16)
 - Speech Contest 2nd Place Certificate (2) – Area Only
 - Speech Contest 3rd Place Certificate (2)
 - Timer Card set
 - Rulebook (1) for Chief Judge
- Rulebook** - Confirm every functionary has read the **Speech Contest Rulebook** (Item 1171) available for download at <https://www.toastmasters.org/rulebook>. The Chief Judge will be given the printed copy provided in the packet.
- Trophies** - Obtain 1st Place trophy for each Area contest from Area Director; 1st & 2nd Place trophies for Division contests from Division Director.
- Timing Device** - Arrange for someone to bring timing lights (primary and backup set) and stop watches; have a non-electronic timing device (battery or cards). This is usually coordinated between the Chief Judge and the Sergeant at Arms.

Logistics

- Calendar** - Verify the contest is posted correctly on <https://www.d26toastmasters.org/our-calendar> and send any updates to the Program Quality Director, as needed.
- Refreshments** - 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. Per WHQ, refreshments must be purchased from a commercial vendor. Keep it simple/easy.
- Promote** - 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.

Volunteers

- Toastmaster** - Recruit a Toastmaster, explain their role and to utilize this contest guide/script. Nominated candidates for elected offices may not be Toastmaster.
- Chief Judge** - Contact the Chief Judge and instruct him/her on their role and the use of this contest guide with the script.
- Backup** - Recruit a backup Toastmaster and Chief Judge.
- Contestants**
 - Acquire the names, phone numbers and email addresses for the 1st, 2nd and 3rd place winners from the previous level (Clubs at Area Contest; Areas at Division Contest; Divisions at District Contest).

Note: If an Area has 4 or fewer clubs, 2 contestants from each club may compete in the Area contest. If a Division has 4 or fewer Areas, 2 contestants may compete in the Division contest. Only the winner of the Division contest moves to the District contest.

- Contact the winners at the previous level and congratulate them on their win. Confirm they know when and where to be on contest day/night and to arrive in time for the contestant briefing. Express how rewarding experience awaits them.
- Determine if any of the contestants have a special need such as limited mobility, sight or hearing-impaired. Accommodate per Rulebook section #6
- Collect the Speech Contestant Profile (form 1189) and Speaker's Certification of Eligibility and Originality (form 1183) from each contestant from Contest Chair of previous level.
- Judges** - Confirm that Chief Judge has recruited enough Judges: (5) for Area and (7) for Division contests. An additional tie-breaker judge must remain anonymous. Make sure judges meet eligibility rules per Rulebook section #5.
- Sergeant at Arms** - Recruit someone and explain responsibilities.
- Timers** - Recruit two timers (Area and Division); District, recruit three timers.
- Counters** - Recruit three ballot counters.
- Volunteers** - Ask all volunteers to arrive at the contest location before briefing time.

At least one week prior to contest day

The Contest Chair responsibilities:

- Confirm** - Verify and make final coordination with Toastmaster and Chief Judge.
- Volunteers** - Double check with all volunteers to make sure they still plan to attend. Ask them to arrive at least one hour before the contest starts.
- Contestants** - Contact contestants and remind them about the contest, the time they need to be there, and that you are looking forward to their competition. If any contestant will not be participating, immediately contact the Club, Area, or Division for the name of alternate and notify him/her. Verify if any of the contestants have a special need such as limited mobility, sight or hearing impaired. Make sure any special needs are accommodated.
- Status** - Notify Area or Division Director the status of the contest
- Agenda** - Prepare an agenda identifying the following: Toastmaster, Contest Chair, Chief Judge and Contestants. Please utilize template available on D26 website.
 - Do NOT list on the agenda:
 - 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 the agenda to allow for unexpected visitors and guests.
- Participation** - Prepare Certificates of Participation for all contestants; encourage the use of printed versus hand written.
- Certificates** - Consider printing 2nd Place and 3rd Place certificates for all Area contestants (3rd Place certificates for Division Contestants). Preprinted certificates are more professional looking.
- Pens** - Have a dozen pens available for contestants to use when completing forms.
- Timing** - Verify someone will be bringing the timing lights (primary and backup set) and stop watches; have a non-electronic timing device (battery or cards).
- Speaking Order** - Bring a dice, deck of cards, numbers, etc. for the contestants to draw the speaking order.
- Misc. Supplies** - Tape, "Speech in Progress. Do Not Enter Until the Applause" sign for the contest room entrance.

Contest Flow Overview

Single Area, Division, or District Contest

In a single Area, Division, or District contest, there is only one Evaluation contest and one International Speech contest.

- Facility set up, contestant and volunteer registration
- Brief Contestants, Judges, Timers, and Ballot Counters
- Welcome, introductions, announcements, etc.
- Brief the audience
- Evaluation Contest
- Interview Evaluation contestants
- Break
- Brief the audience
- International Speech Contest
- Interview International Speech Contestants
- District announcements
- Announce Winners

Back to Back Area Contest

In a back to back Area contests, each Area has their own contest that is conducted back to back. For example, in the Area 1/Area 2 contest, the Evaluation contestants for both Area 1 and Area 2 evaluate the same test speaker, but Area 1 contestants are not competing against the Area 2 contestants.

- Facility set up, contestant and volunteer registration
- Brief Contestants, Judges, Timers, and Ballot Counters
- Welcome, introductions, announcements, etc.
- Brief the audience
- 1st Area Evaluation Contest
- 2nd Area Evaluation Contest
- Interview Evaluation contestants
- Break
- Brief the audience
- 1st Area International Speech Contest
- 2nd Area International Speech Contest
- Interview International Speech Contestants
- District announcements
- Announce Winners

Day of Contest Logistics

On the day of the contest, all volunteers should arrive at least an hour before the contest start time so they have time to complete their assigned activities. Please provide pages 8-9 to the Contest Chair, Chief Judge, Toastmaster, and Sergeant at Arms for reference.

Contest Chair must:

- Confirm you have these items available for the contest:
 - Speech Contest Rulebook (item 1171)
 - List of contestants
 - Contest agenda
 - Contest packet
 - Trophies (Area 1st place, Division 1st & 2nd place)
 - Pens
 - Gavel
 - Clipboards (optional)
 - Notepads (optional)
- Coordinate room set up with Sergeant at Arms and Refreshment Chair.
- Coordinate with Chief Judge and review the event.
- Check off volunteers as they arrive.
- Meet with the Toastmaster and go over the contest format and procedures.
- Announce that all International Speech and Evaluation Contestants report to a designated area for briefing.
 - Brief the speech contestants 30-45 minutes before start time.
 - Brief the Sergeant at Arms 30-45 minutes before start time.
- Deliver speaking order (for both contests) to the Chief Judge

Chief Judge must:

- Greet contestants as they arrive and collect Certificate of Eligibility and Originality 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. The forms need to be completed and turned in before the contestant briefing.
 - Verify contestant eligibility. Please refer to section 2-A of the Speech Contest Rulebook.
 - Give all completed Speech Contestant Profile forms to the Toastmaster (for use in interviewing).
 - Deliver speech titles for speech contest contestants to the Toastmaster.
- Ensure the Tiebreaker Judge has arrived, brief them, answer any last minute questions, and remind them that you will collect his/her ballot.
- Verify Judges qualifications. Please refer to section 2-B of the Speech Contest Rulebook.
- Brief all judges, timers, and ballot counters 30-45 minutes before the start time.
- Have Judges complete the Judges Qualification & Certification form.

Toastmaster must:

- 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!
- Greet contestants and Test Speaker as they arrive.
 - Verify proper pronunciation of their names.
 - Confirm speech titles.

- Let the speakers know they are going to be interviewed and to keep their answers brief.
 - Point out the Contest Chair and inform them when the briefings will begin.
- 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 their officer position held within Toastmasters.
 - Verify the proper pronunciation of their names.
 - Introduce District Officers from highest level to lowest.
- Find the Sergeant-at-Arms and coordinate the contest kick-off.
- Coordinate any special needs of the speakers with the Sergeant at Arms.
- Arrange the Speaker Profiles and Certificates of Participation in the speaking order. If a contestant is participating in the International Speech or both contests, they will be interviewed after the International Speech contest.

Sergeant At Arms must:

- Welcome guests and be available to direct guests to bathrooms and refreshments.
- Coordinate with Contest Chair on room arrangement. Set-up room before briefings begin.
 - Registration Table (usually near main entrance door).
 - Table for trophies and certificates (Usually in front and to the side).
 - Table for refreshments (usually back of room).
 - Table for Contest Lights (center of room where easily seen by contestants). Set up primary timing lights and hook up to electricity if needed. Place secondary electronic timing device near table. Place back-up (non-electric) or timing cards on table. Locate and ensure two stop watches, if needed, are available. Test all timing devices.
 - Tables in the front row for the Evaluation contestants. These may be removed after the Evaluation contest if needed.
 - Secure a room (or area) far enough away from the contest (out of hearing range) where Evaluation contestants will be sequestered.
 - Secure a room (or area) outside the contest room where the Ballot Counters will take the votes for counting.
 - Designate an area for a Candidate's 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. Refer to Protocol 7.0 for more information.
 - Put a sign on the contest room entrance that says "Speech in Progress. Do Not Enter Until the Applause or Break".
- Coordinate with the Toastmaster regarding duties and opening process.
- Attend the Contest Chair briefing; Sergeant at Arms must be aware of any contestant preparation needs.

Contest Chair's Briefing

The contestant briefing is conducted by the Contest Chair. All Contestants, Toastmaster, and Sergeant at Arms should be present. This should occur simultaneously with the Judge's Briefing.

- Announce all contestants are to 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 and have turned in their Speech Contestant Profile and Speaker Certificate of Eligibility and Originality forms.
- Verify how to pronounce their names.
- Confirm the Chief Judge has deemed the contestants eligible for the contest.
- Ensure the contestants that the judges have been briefed and will be unbiased in their selection.
- Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. 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. All contestants shall have the opportunity to test any amplifying equipment before the contest.
- 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.
 - Review Evaluation contest timing protocol with contestants:
 - Green light** – 2 min (stays on until Yellow Light; then is turned off)
 - Yellow light** – 2 min, 30 sec (stays on until the Red Light; then is turned off)
 - Red light** – 3 min (The red light STAYS ON until the contestant has finished)To qualify, they must speak for at least one minutes 30 seconds but no more than three minutes 30 seconds
 - Review International speech timing protocol with contestants:
 - Green light** – 5 min (stays on until Yellow Light; then is turned off)
 - Yellow light** – 6 min (stays on until the Red Light; then is turned off)
 - Red light** – 7 min (The red light STAYS ON until the contestant has finished)To qualify, they must speak for at least four minutes 30 seconds but no more than seven minutes 30 seconds.
- Evaluation Contest specifics:
 - Contestants should be seated in the front row to minimize viewing obstructions.
 - Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used.
 - Contestants will then be sequestered in a secure room and allowed five additional minutes to prepare their evaluation. After the five minutes, the Sergeant At Arms will take their Evaluation Contestant Notes. They may not take their cell phones with them.
 - Contestants will be escorted to the contest room one at a time when it is their turn. Contestants remain at the door until the Toastmaster introduces them.
 - Explain how the Evaluation contestants will be introduced: "Please welcome our next contestant." Audience applause. "Contestant Name, Contestant Name".
 - Contestants may stay or leave the contest room when finished.
- International Speech Contest specifics
 - Contestants may stay in the room for the entire contest or they may go outside the room if they choose but they need to be prepared for their turn.
 - Explain how contestants will be introduced: "Please welcome our next contestant." Audience applause. "Contestant Name, Speech Title, Speech Title, Contestant Name".

- 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.
- Explain that they will be interviewed after the contest. Evaluation contestants who are not competing in the International Speech contest will be interviewed after the Evaluation contest. Contestants participating in the International Speech contest or in both contests will be interviewed after the International Speech contest. Remind the contestants that they should keep their responses to 20 seconds.
- Have the contestants draw for speaking order using a dice, deck of cards, numbers out of a hat, etc. Each contest will have the contestants draw for speaking order.
- Write the names and speaking order on a piece of paper or agenda for delivery to the contest Toastmaster and Chief Judge.

Chief Judge's Briefing

The Chief Judge is responsible for briefing the Judges, Timers, and Ballot Counter. Print pages 12-14 for the Chief Judge for reference.

Tasks to Complete Before the Contest

- Bring clipboard, notepad, pens, two stopwatches, *Speech Contest Rulebook* (Item 1171).
- Coordinate the timing device set up with the Sergeant at Arms.
- 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).
- Check off volunteers as they arrive to make sure all your judges, counters and timers are available.
- Select an anonymous Tie-Breaker Judge.
- The Chief Judge is the only person allowed to collect the Tie-Breaker Judge's 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.
- Verify Judges qualification per *Speech Contest Rulebook* section 2-B.
- 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 the Judges

- Assemble the judges and thank them for showing up and 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."
- Distribute the following to each voting judge:
 - Judge's Guide and Ballot (one for each contest type – Evaluation/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 Evaluation and International contests. Each judge receives 4 ballots. Again, if 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).
- Explain that the Evaluation contest will occur first and then, after the break, the International Speech contest will begin.
- Review the following:
 - 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.
 - 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.
- ❑ Tips to use the judge's ballots:
 - ❑ 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.
 - ❑ Identify 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.
 - ❑ Make notes of key point or observations during each speech to help them during the final judging.
 - ❑ Judges will have one 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.
 - ❑ Hold the ballots in the air when completed for the ballot counters to collect, 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.
- ❑ Announce there is a Tiebreaker Judge but that person will not be identified.
- ❑ 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.

Briefing of Ballot Counters

- ❑ Provide each Ballot Counter with a Counter's Tally Sheet (Item 1176) for each contest.
 - ❑ Have them locate the table outside the contest room where they will take the votes for counting. If not available they should contact the Sergeant at Arms.
 - ❑ Explain the following:
 - ❑ 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).
 - ❑ Ballots will be disqualified if it has not been signed by the judge.
 - ❑ The Chief Judge will notify Ballot Counters if there are any timing disqualifications.
 - ❑ 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.
 - ❑ The Tiebreaker ballot is used ONLY if there is a tie – it is not to be opened or reviewed unless there is a tie. The Chief Judge will be responsible for this ballot.
- NOTE: In case of a tie: The tied contestant who receives the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.

Briefing of Timers

- ❑ Review Rulebook section 6 for official details
- ❑ Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175). One Sheet is provided for each contest.
- ❑ The primary timer is responsible for operating a timing device and accurate signaling (6.D).
- ❑ The backup timer is responsible for operating a secondary timer. Do not consult this timing device unless the primary malfunctions.
- ❑ The backup timer completes one Sheet per contest by documenting the primary's time and provides to Chief Judge (6.C)
- ❑ Inspect the timing devices (both electronic and non-electronic) to ensure all are in working order. Verify there is a non-electronic timing device available as a back-up. Verify the timers know how to operate the timing devices.
- ❑ If the lights stop working during the contest and the cards are put into use, contestants must be notified so they are aware of the change.
- ❑ Timers will begin timing at the first verbal or nonverbal connection with the audience.

- ❑ Review the timing procedures:

Evaluation Contest:

Green light – 2 min (stays on until Yellow Light; then is turned off)

Yellow light – 2 min, 30 sec (stays on until the Red Light; then is turned off)

Red light – 3 min (The red light STAYS ON until the contestant has finished)

To qualify, they must speak for at least one minutes 30 seconds but no more than three minutes 30 seconds

International Speech Contest:

Green light – 5 min (stays on until Yellow Light; then is turned off)

Yellow light – 6 min (stays on until the Red Light; then is turned off)

Red light – 7 min (The red light STAYS ON until the contestant has finished)

To qualify, they must speak for at least four minutes 30 seconds but no more than seven minutes 30 seconds.

NOTE: The timers do not disqualify a contestant if they do not meet the required times.

Evaluation Contest Flow

This section explains how the Evaluation Contest is conducted and how the different roles support each other. The roles are in order of how the contest progresses. Please print pages 15-23 for the different functions (or minimum Toastmaster and Contest Chair) to use as reference.

Sergeant At Arms

- Sound the gavel – 1 tap only
- Welcome everyone; reminds everyone to turn off their noise making devices.
- Introduce the hosting Area or Division Director(s).

Area or Division Director(s)

- Welcome the group, give brief introductory remarks and introduce the Toastmaster.

Toastmaster

- Welcome the group and reminds again to turn off noise making devices.
- 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.
- Announce that the 1st place winners of this event will go on to the next level held at date/location. The 2nd place winner may also continue from Area contests if the Division only has four Areas (applies to Northern and Foothills).
- At every contest, introduce present dignitaries by stating their names and position (use page 24 table). Have them stand in the following order:
 - Region Advisors
 - Current and Past International Directors
 - Immediate Past District Director
 - Past District Directors/Governors
 - District Director
 - Program Quality Director
 - Club Growth Director
 - Administration Manager
 - Finance Manager
 - Public Relations Manager
 - Logistics 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)

NOTE: 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.

- Ask the Chief Judge: “Have the contestants, judges, timers and counters been briefed?”

Chief Judge

- Stand and announce: “Yes, the contest may now begin!”

Toastmaster

- Make a smooth transition between Chief Judge comments and the actual start of the contest by providing a relevant or interesting comment.
- State: "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. while a contestant is speaking."
- Introduce the speaking order for both areas if a back to back area contest.
- Instruct all the Evaluation Contestants in all areas to sit in the front row.
- Introduce the Test Speaker and have the test speaker give their speech.
- At the conclusion of the Test Speaker's speech, instruct the Sergeant At Arms to escort the contestants to the holding room.
- Once the contestants are removed, interview the Test Speaker.

Sergeant At Arms

- When instructed, escort all contestants to a separate secure room where they cannot hear the Toastmaster. Ensure they do not have their phone with them.
- Allow five minutes for the contestants to write down their evaluation notes. Instruct contestants to write their name on the form and collect in their speaking order.
- Escort the first contestant back to the contest room. If it is a back to back area contest, you will escort the 1st speaker in the 1st area. For example, if it is a Area 1/Area 2 contest, you will escort the contestants from Area 1 first then the contestants from Area 2 in the speaking order they drew.
- Give the contestant their form while they are waiting to be introduced. Verify the contestant has the correct form.
- 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.

Toastmaster

- If a back to back Area contest, clearly state which area is competing.
- After the SAA gives the signal, the first contestant is introduced in this fashion: "Please welcome our (first/next)" and applaud as they approach.
- When the first contestant approaches, shake hands.
- Make sure everyone is quiet then announce, "Contestant's Name, Contestant's Name" and sit down.
- After a contestant has completed the evaluation, offer the second handshake and say: "May we please have one minute of silence while the judges mark their ballots."

Sergeant at Arms

- As soon as the first contestant completes their evaluation, this is your time to get the next contestant so that when the minute is up, you will have the next contestant ready.
- 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."
- Be ready to leave the room to get the next contestant as soon as this one has finished.

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 Evaluation 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.

- ❑ If a back to back Area Contest, clearly state which area is competing and that it is a different contest than the previous Area.
- ❑ Introduce the next Evaluation contestant as in the previous Area contest.
- ❑ 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 Evaluation Contest contestants!!” **Invite all contestants who are not competing in the International Speech contest** to come forward and line up in speaking order. Limit responses to 20-30 seconds.
 - ❑ 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.
 - ❑ 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

Chief Judge

- ❑ 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.
- ❑ Complete 2nd (Area-only) and 3rd place certificates.
- ❑ Complete Results Form 1168 and provide to Toastmaster

International Speech Contest Flow

This section explains how the International Speech Contest is conducted and how the different roles support each other. The roles are in order of how the contest progresses. The International Speech Contest begins after the Evaluation Contest is concluded. Please print pages 15-23 for the different functions (or minimum Toastmaster and Contest Chair) to use as reference.

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

- ❑ 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 Evaluation 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!
- ❑ Ask the Chief Judge: "Have the contestants, judges, timers and counters been briefed?"

Chief Judge

- ❑ Stand and announce: "Yes, the contest may now begin!"

Toastmaster

- Announce the speaking order for both areas if a back to back area contest.
- State: "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. while a contestant is speaking."
- Request the audience applaud only at the beginning of the introduction.
- If a back to back Area contest, clearly state which area is competing.
- **Back to back area contest - first area**
 - Say: "Please welcome our first contestant" - applaud and then offer a handshake. "Our 1st 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?"
 - 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 contestant with: “Please welcome our next contestant”- applaud, offer a handshake, state the Contestant’s Name, Speech Title, Speech Title, Contestant’s Name.
 - 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.
- **Back to back area contest - next area **not needed during a Division or District contest**
 - If a back to back Area Contest, clearly state which area is competing and that it is a different contest than the previous Area.
 - Say: “Please welcome our first contestant” - applaud and then offer a handshake. “Our 1st 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?”
 - 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 contestant with: “Please welcome our next contestant”- applaud, offer a handshake, state the Contestant’s Name, Speech Title, Speech Title, Contestant’s Name.
 - 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).
 - 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 Evaluation contestants that competed in both contests.
 - Begin the interview with the Evaluation 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.
 - 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.
 - When all contestants have been interviewed, announce, “Let’s give another round of applause for all our contestants as they return to their seats!”
 - Thank speakers and audience -- especially the Chief Judge (by name), Contest Chair (by name), timers (by name) and Judges (**anonymously – not by name**).
 - Any special gifts that are being presented by the Contest Chair should be done before the Area Directors are introduced to make contest announcements.
 - This is the time, while the votes are being counted, for District Announcements.
 - District Officers should be called in “reverse order” (see page 24). When calling upon Area/Division Directors, ask that they stand **only** if their contests have not yet taken place and state the date/location 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...”
 - Area Directors
 - Division Directors
 - Club Growth Director
 - Program Quality Director
 - District Director
- At the end of the District announcements, ask, “Will the candidates for an ELECTED District Office next year 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.

Chief Judge

- 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.
- Complete Results Form 1168 and provide to Toastmaster.

Awards Ceremony and Conclusion Flow

Please print pages 15-22 for the different functions (or minimum Toastmaster and Contest Chair) to use as reference.

Toastmaster

- Be prepared with some “filler” if votes are not completed by the time announcements are finished. Once you receive the results from the Chief Judge, you may begin the award ceremony.
- Ask the Area (or Division Director, dependent upon the type of contest) to come forward to present the awards. If a back to back area contest, each Area Director will give the awards for their area.
- At the end of each contest (Area, Division or District), ask that all winners remain standing at the front for a group picture.
- At the Area level, there are 2nd and 3rd place certificates and a 1st place trophy.
- At the Division and District, there is a 3rd place certificate and 2nd and 1st place trophies.
- In contests with three or more contestants, a 3rd, 2nd and 1st place winner will be announced. In contests with fewer than three contestants, a 2nd and 1st place winner will be announced, per rulebook 5.M.1.
- Present awards starting with the Evaluation contest and then the International Speech contest. If a back to back area contest, each contest is announced individually using the same script depending upon how many contestants:
 - “For our Evaluation/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).)

 - “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 _____.”
- 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.

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 noise making devices.
- 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.

Sergeant at Arms

- Return room to original condition.
- Assist with cleanup.

Appendix

Contestant Checklist

- Before the contest begins:
 - Attend the Contestant's briefing, and inform the Contest Chair of any props you plan to use.
 - Review the 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.

Club Contest (optional)

- Determine the date to schedule your club contest, at least 2 weeks prior to the Area Contest is suggested.
- Determine if the club will conduct a contest or send representatives. If the club conducts a contest, all rules of a contest must follow. Refer to the Speech Contest Rulebook (item 1171).
- Publicize your contest to local businesses and organizations, and invite other members outside of your club to participate.
- Select someone to be the Toastmaster who will introduce the contestants and manage the contest.
- Select someone to be the Chief Judge who will:
 - Select judges for your contest. This is a great learning experience for your members. Try first to recruit from within your club. If your club does not have enough members who can serve as functionaries, look outside your club to a "sister" club for help.
 - Select a tiebreaker judge and keep this person's identity confidential.
 - Find a test speaker for the Evaluation contest, preferably someone from outside your club.
 - Eligibility rules apply to all contestants participating in the International Speech contest.

District 26 Dignitary Hierarchy List 2018-19

Introduce dignitaries descending but ascending during announcements.

Registration: Give this complete dignitary check-in sheet to Toastmaster for introductions

Toastmaster: Only introduce present dignitaries

Office	Dignitary	Present	Intro (Down)	Announce (Up)
Other				X
Past District Director/Governor				X
Past District Director/Governor				X
Past District Director/Governor				X
Immediate Past District Director	Rhea Thompson			X
District Director	Marcia Wood			
Program Quality Director	Mike Akins			
Club Growth Director	Jacqueline Smith			
Finance Manager	Justin Searles			X
Administration Manager	Sondra Richey			X
Public Relations Manager	Trixie Hunter-Merrill			X
Blog Editor	Dia Kline			X
Social Media Chair	Vacant			X
Speakers Bureau Chair	Lisa Forbes			X
Webmaster	Greg Harris			X
Technology Lead	Alexander Pyle			X
Logistics Manager	A.J. Herran			X
Volunteer Chair	Mark Krekeler			X
Club Extension Chair	May Tran			X
Club Retention Chair	Victoria Bard			X
Denver Division Director	Carol Pace			
Eastern Division Director	Sarah Beasley			
Foothills Division Director	Terry Ploski			
Metro Division Director	Randee Ryan			
Northern Division Director	Janice Haldi			
Southern Division Director	Glenn Knight			
Urban Division Director	David Johnson			
Western Division Director	Nancy Watson			
Area Directors	State your name and Area represented			