

Contestant & SAA Briefing explanations

in person contest



Since
1924

The briefing has several **purposes, including determining the speaking order, completing required forms needed for the contest [if you don't already have them], and reviewing the rules and procedures for the contest.**

Speaking Order: After verifying all contestants are present, say “The first order of business is to **draw for the contest speaking order for each contest.**”

Pass around an envelope containing slips of paper with numbers for each contestant to take one. Or, use a card deck. Using form found on page 4, write down the draw # next to each person's name. You can also have the contestants write their names on the slips of paper and hand them to you.

Collect all of the speaking order slips of paper. Write down the speaking order on the agenda and send the agenda with that info immediately via Contest Toastmaster (or acceptable courier) to the Chief Judge (in separate briefing).

Your speech **must comply with ALL current Toastmasters International rules.** You should have already reviewed this year's rule book.

“The speaking area for the contest is:

(demonstrate)_____.”

“You are advised to stay within the **assigned speaking area** for this contest, which has been determined in accordance with the Toastmasters International Rule Book.”

Describe the speaking area. Ideally, walk to the end points of it and point out the boundaries, if there are any boundaries.

(Announce):

For Evaluation Contestants: “After the test speaker finishes a designated Sergeant at Arms will escort you to the assigned speaker holding area, which is located: _____”

There you will write your evaluation of the test speaker's speech. At the end of 5 minutes, the Sergeant-at-Arms will take the sheet from all except the first contestant. The first contestant will be escorted back to the contest area while the rest of the contestants wait with another SAA for their turn to enter and present.



Evaluation & International **CONTESTANT BRIEFING**

*...to begin AT LEAST 15 minutes
prior to contest start-time*

Page | 2

This briefing is for Contestants and Sergeants-at-Arms.
It is to be conducted by the Toastmaster in the presence of
the Contest Chair.

Location of Briefing: Speaking area or stage.

- 1) *Verify that all of the contestants for each contest are present. Also ask whether any contestant is competing in both contests.*
- 2) First have the contestants for each contest draw for speaking order. Note on the previously prepared "worksheet" [see page 3] and once briefing ends, write info on your script.
- 3) Pronounce EACH CONTESTANT's name (and speech title) out loud, and confirm that everything is being pronounced correctly. (Make notes on the script, if needed.)
- 4) Obtain and/or verify the speech title for each of the International Contestants. Place the speech title in the appropriate place on your script, to be used when introducing the contestant just prior to their speaking.
- 5) Ensure that no contestant is wearing a nametag, or any kind of identifiable pin or button.
- 6) Ask if any International contestant is using PROPS and/or the Lectern (podium). Note on the previously prepared "worksheet." *[Provide the Sergeant-at-Arms with a copy of the Worksheet.]*
- 7) *Define the SPEAKING AREA... make sure that everybody agrees with it. (Make changes if a contestant needs more room for their speech.)*
- 8) *Review the TIMING GUIDELINES for Speeches. Review timing lights/cards and their location so that the contestants will know where to look during their speech. --Very important to emphasize timing because at all levels of the competition -- District, Division and Area -- there were a LOT of disqualifications for time in previous contests.*

9)TIMING GUIDELINES for Speeches -- Timing will begin with the first word out of your mouth and continue until you stop speaking.

a. International Speech

5 - 7 minutes.... minimum time 4 minutes 30 seconds to qualify (4:30); max time 7 minutes, 30 seconds (7:30).

1. **Green Light or card -- 5 minutes**

2. **Yellow Light or card -- 6 minutes**

3. **Red Light or red card**-- 7 minutes (light will stay on until speaker finishes)

b. Evaluation Contest

2 - 3 minutes.... minimum time (2 minutes, thirty seconds (2:30); / max time -- three minutes, thirty seconds (3:30)

1. **Green Light -- 2 minutes**

2. **Yellow Light -- 2:30 minutes**

3. **Red Light -- 3 minutes** (light will stay on until speaker finishes)

{If there is a sight impaired competitor, find out whether he or she wants an audible (i.e. verbal) or bell rung and at what point; e.g., 3 or 7 minutes only, depending on contest}

10) Review the BACKUP TIMING tools and how they work, if any - cards, e.g.

11) Review the INTRODUCTION PROCEDURES for each contest.

International: Before I introduce the first International contestant, if you

have a prop, please place it on the speaking area before being introduced.

Subsequent contestants, please plan to place your prop in the speaking area during the one minute of silence.

Before formally introducing each International contestant, I will say: Let's welcome our next contestant and will lead the applause. Please walk to the stage during the applause. Once on the stage, then I will say your name, speech title, repeat the speech title and then repeat your name. I will shake your hand and leave the speaking area for you to begin your speech. I will be sitting on the side of the stage. So that we'll know you've finished, rather than saying Mr./Madame Toastmaster, you may want to extend your hand in my direction if you're not sure of the timing.

- 12) Evaluation introduction:
- a. Before formally introducing each Evaluation contestant, I will say:
Let's welcome our next contestant and will lead the applause.
Please walk to the stage during the applause. When introducing each of you, I will say your name, then repeat your name again. I will shake your hand and leave the speaking area.
- 13) So that we'll know you've finished your evaluation presentation, you may want to extend your hand in my direction where I will be sitting near the stage, rather than utter Mr./Madame Toastmaster—because that may add time to your speech.
- 14) Evaluation contestants can remain in the room after your presentation.
- 13) **PROTESTS:** If you believe that a contestant's speech is NOT ORIGINAL, only you, as a contestant and the judges, have the right to take issue. Please quietly mention this to the Chief Judge or Contest Chair and they will handle it from there.
- 14) A reminder that I will be calling each of you back up for an interview while the judges' ballots are being counted. However, if you are competing in both contests, you will only be interviewed during the last contest.
- 15) Ask Contestants if they have any questions?

Good luck!

FROM CONTEST CHAIR: GET CERTIFICATES of PARTICIPATION FOR CONTESTANTS... OR FIND OUT WHETHER THEY WILL BE HANDED TO YOU BY THE SAA. (A good Sergeant-at-Arms will stand near the stage and hand the certificates to you.)

RETURN THE BIOS/contestant profile TO THE CONTEST CHAIR when the contest is over.

Contestant Name(s) in Alphabetical order	Speaker Position #	PROPS YES/NO	Speech Title (International only)