

# Area or Division Contest Plan

(Can be used for Clubs or District, too)

Item #	Description	Action by who	Complete by (date)
<b>Prior to Contest</b>			
1	Decide date, time and location. Try to avoid time/day of other club meetings in the Area or Division		
2	Decide if some light refreshments will be served		
3	Estimate budget (food, printing, publicity, etc.) for contest and decide how much to charge. The contestants and special guests, like District Director, should not have to pay.		
4	Reserve room		
5	Make meal arrangements, if needed		
6	Send out Contest Notification/Invitation [include Area Clubs, Area Director, Division Director, District Director, Program Quality Director, Club Growth Director & local community (Consult "Let the World Know" Handbook)] - include contact phone #'s at least one with an answering machine, to enable each club President to advise how many will be attending.		at least 3 weeks prior to contest
7	Get trophies and speech packets from District or Division Director (n/a for club)		3 weeks before contest
8	If additional materials are needed order or download necessary contest materials (Profiles, Cert. of Eligibility, Time Record Sheets, Counter's Tally Sheet, Judge's Guide and Ballot, Tiebreaking Judge's Ballot, Contest Rules, Contest Notification form)		3 weeks before contest
9	Identify winners of Club (or next lower level) contests		
10	Prepare contest agenda - do not include club name or number against name of contestants		several days before contest
11	Notify contestants of contest time & place, rules, eligibility requirements, request them to fill in the Speech Contestant Profile and the Speaker's Certification of Eligibility and Originality form (except for Table Topics contest) or obtain forms from previous level Contest Chairs.		1wk before contest
12	Select individual who will be the "target speaker" for the Evaluation Contest;		
13	Select Chief Judge, Contest Master, Sergeant at Arms	Contest Chair	1 wk before contest
14	Make final arrangements for room layout and equipment (timing lights & cards, flag, camera - to take picture of winners, pads of paper and pencils)	Sergeant at Arms	no later than day before meeting
15	Check Eligibility of Contestants. Contact contestants and judges and request to arrive at least 1/2 hr early & request Contestant Certificate of Eligibility & Originality	Contest Master	no later than day before meeting
16	Check Eligibility of Contestants with Toastmasters International using e-mail address ( <a href="mailto:speechcontests@toastmasters.org">speechcontests@toastmasters.org</a> )	Chief Judge	At least two days before contest
17	Prepare folders for judges, timers and counters (ballots, forms, envelop, pencil, scratch paper, contest program, calculator)	Chief Judge	no later than day before contest
18	Prepare contest program. List contestants but not club names/numbers. Consider replicating the judges ballot form on the back of the program	Contest Master	At least the day before the contest

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<b>Day of Contest - Briefings &amp; Preparations</b>			
19	Make final Room setup - (include timing device & stopwatches - have colored cards for backup, lectern, flag, microphones (if needed for the room)) - 1 hr before contest	Sergeant at Arms	contest day, prior to start
20	Select judges (7), tiebreaking judge (1), counters (2 + Chief Judge), timers (2), Sergeant at Arms (minimum one per door to contest room). <i>Note 1: Chief Judge should solicit judges in advance of contest</i> <i>Note 2: Five judges recommended for Area level contest and two judges per division for district level contest</i>	Chief Judge	contest day, prior to start
21	Verify presence of contestants; get name pronunciation	Contest Master	contest day, prior to start
22	Obtain biographical information on target speaker, evaluators, and speakers, for later interviews	Contest Master	contest day, prior to start
23	Draw for speaking and evaluator positions	Contest Master	contest day, prior to start
24	Review Timing and Light Procedure and Time Record with the timers and speakers. Give speakers the form for the Evaluation Contest.	Chief Judge and Contest Master	contest day, prior to start
25	Review Contest Rules with Contestants (Eligibility, Originality, Speaking Area, Qualifying time requirements (4:30 to 7:30 for speeches; 1:30 to 3:30 for Evaluation; 1:00 to 2:30 for Table Topics; 2:30 to 5:30 for Tall Tales), Protests and disqualifications)	Contest Master	contest day, prior to start
26	Review Judge's Guide and Ballot with judges (also provide them with list of contestants & rules) – See attached sheet "Contest Judges Briefing Info Sheet" Brief Sergeant at Arms	Chief Judge	contest day, prior to start
27	Brief tiebreaking judge (judge must hand completed ballot only to Chief Judge) ... recommend an experienced judge	Chief Judge	contest day, prior to start
28	Acquaint contestants with speaking area, lectern, tables, review any prop locations needed, microphone (if used) ... any special needs should be addressed in the contestant briefing	Contest Master	contest day, prior to start
29	Brief Ballot Counters	Chief Judge	contest day, prior to start

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<b>Day of Contest - Evaluation Contest</b>			
30	Call to Order	Contest Master	contest day
31	Invocation & Pledge	see Agenda	contest day
32	Welcome Guests, followed by meal break (if meal included)	Contest Master	contest day
33	Introduce any District Officers present (Order of intro: 1. past Int'l officers; 2. past Dist. Directors; 3. Dist. Director; 4. Program Quality and club Growth Directors 5. Div Directors & Area Directors; 7. Special Guests)	Contest Master	contest day
34	Introduce Chief Judge	Contest Master	contest day
35	Explain Evaluation Contest rules to Audience - Eligibility (member in good standing of club in good standing, 2 to 3 minutes)	Chief Judge	contest day
36	Explain to audience that purpose of Evaluation Contest is for Contestants to all evaluate a speech given by a target speaker. Judging is based on the content of the evaluation. (review Ballot content) Announce order of Evaluators. Introduce Head Timer	Contest Master	contest day
37	Explain Timing Rules (2-3 minutes; min 1:30, max 3:30; green at 2 min, yellow at 2:30, red at 3:00; 1 minute between contestants for Judges to mark Worksheets)	Primary Timer	contest day
38	Introduce Sergeant at Arms	Contest Master	contest day
39	Explain rules for Evaluators - (Once Target Speaker is finished, Evaluators leave room for 5 minutes to prepare. After 5 minutes, notes are taken from them. Return to main room one at a time, at that time their notes will be returned to them.)	Sgt at Arms	contest day
40	Introduce target speaker - Intro by Speaker Name, Speaker Name - say nothing else	Contest Master	contest day
41	Evaluators are escorted from room and have 5 minutes to prepare evaluations.	Sergeant at arms	contest day
42	Interview Target Speaker, present certificate of appreciation to speaker.	Contest Master	contest day
43	Advise when 5-minute preparation time is up.	Primary Timer	contest day
44	Notes are taken from Evaluators. When Evaluators are brought back into room one at a time, their notes are returned to him/her.	Sergeant at arms	contest day
45	Introduce Evaluator one at a time: Evaluator # and speaker's name - say nothing else	Contest Master	contest day
46	Allow one minute of silence after each evaluation for judges to mark worksheets.	Contest Master	contest day
47	After last evaluator, direct judges to finalize voting and <u>sign</u> their ballots. Allow as much time as needed. Maintain silence until all ballots collected	Contest Master	contest day
48	Collect Ballots and all work product from Judges	Counters	contest day
49	Collect, check and verify Time Record Sheets from Timers Collect Tie Breaking Judge's Ballot	Chief Judge	contest day
50	Interview each contestant after Chief Judge and Ballot Counters have left room. (Allow approx 60 to 90 seconds each) Present Certificate of Appreciation to each contestant	Contest Master	contest day
51	Go to Post Contest		contest day

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<b>Day of Contest - Table Topics Contest</b>			
52	Call to Order	Contest Master	contest day
53	Invocation & Pledge	see Agenda	contest day
54	Welcome Guests, followed by meal break (if meal included)	Contest Master	contest day
55	Introduce any District Officers present (Order of intro: 1. past Int'l officers; 2. past Dist Directors; 3. Dist Director; 4. Program Quality and club Growth Directors 5. Div Directors & Area Directors; 7. Special Guests)	Contest Master	contest day
56	Develop a Table Topic for the Contestants to address and write it down	Contest Master	on/before contest day
57	Introduce Chief Judge	Contest Master	contest day
58	Explain Table Topics Contest rules (Member in good standing of club in good standing)	Chief Judge	contest day
59	Explain that the purpose of Table Topics Contest is for Contestants to compete and be judged based on the guidelines in the judges Ballot. (review Ballot content) Introduce Head Timer	Contest Master	contest day
60	Explain Timing Rules (1-2 minutes; 1:00 min, 2:30 max; green at 1 min, yellow at 1 min 30 sec, red at 2 min; 1 minute between contestants for Judges to mark Worksheets)	Primary Timer	contest day
61	Ask Sergeant at Arms to escort all but the first contestant from the room	Chief Judge/Sgt at arms	contest day
62	Introduce Speaker - Intro by Speaker Name - say nothing else, then read the Topic they are to speak on. Speakers then present their Table Topic.	Contest Master	contest day
63	Allow one minute of silence after each speech for judges to mark worksheets. Bring in next contestant.	Contest Master	contest day
64	After last speech, direct judges to finalize voting and <u>sign</u> their ballots. Allow as much time as needed. Maintain silence until all ballots collected	Contest Master	contest day
65	Collect Ballots and all work product from Judges	Counters	contest day
66	Collect, check and verify Time Record Sheets from Timers Collect Tiebreaking Judge's Ballot	Chief Judge	contest day
67	Interview each contestant after Chief Judge and Ballot Counters have left room. (Allow approx 60 to 90 seconds each) Present Certificate of Appreciation to each contestant	Contest Master	contest day
68	Go to Post Contest		contest day

## **Area or Division Contest Plan**

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<b>Day of Contest – International Speech Contest, Humorous Speech Contest and Tall Tales Contest</b>			
69	Call to Order	Contest Master	contest day
70	Invocation & Pledge	see Agenda	contest day
71	Welcome Guests, followed by meal break (if meal included)	Contest Master	contest day
72	Introduce any District Officers present (Order of intro: 1. past Int'l officers; 2. past Dist Directors; 3. Dist Director; 4. Program Quality and club Growth Directors 5. Div Directors & Area Directors; 7. Special Guests)	Contest Master	contest day
73	Introduce Chief Judge	Contest Master	contest day
74	Explain Speech Contest rules (Member in good standing of club in good standing; earned certificates of completion in Level 1 and Level 2 of any path or earned a Distinguished Toastmaster Award, except for Charter member of Charter club; Originality – must be substantially original, must quote sources)	Chief Judge	contest day
75	Explain that purpose of Speech Contest is for Contestants to compete and be judged based on the Judge's ballot (review Ballot content). Introduce Head Timer	Contest Master	contest day
76	Explain Timing Rules <input type="checkbox"/> for <u>International and Humorous</u> : 5-7 minutes; 4:30 min, 7:30 max; green at 5 min, yellow at 6 min, red at 7 min; <input type="checkbox"/> for <u>Tall Tales</u> : 3-5 minutes; 2:30 min, 5:30 max; green at 3 min, yellow at 4 min, red at 5 min Timer will time 1 minute between contestants for Judges to mark Worksheets	Primary Timer	contest day
77	Introduce Speaker - Intro by Speaker Name, Speech Title, Speech Title, Speaker Name - say nothing else	Contest Master	contest day
78	Allow one minute of silence after each speech for judges to mark worksheets.	Contest Master	contest day
79	After last speech, direct judges to finalize voting and <u>sign</u> their ballots. Allow as much time as needed. Maintain silence until all ballots collected	Contest Master	contest day
80	Collect Ballots and all work product from Judges	Counters	contest day
81	Collect, check and verify Time Record Sheets from Timers Collect Tiebreaking Judge's Ballot	Chief Judge	contest day
82	Interview each contestant after Chief Judge and Ballot Counters have left room. (Allow approx 60 to 90 seconds each) Present Certificate of Appreciation to each contestant	Contest Master	contest day
83	Go to Post Contest		contest day

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<b>Post Contest</b>			
84	Collect Contest results from Chief Judge	Contest Master	contest day
85	Advise any originality or eligibility disqualification to affected speaker. Get agreement with speaker or resolve with judges. If there is a disqualification, only state that fact, not the name of the contestant.	Contest Master	contest day
86	<p>Announce contest winner(s). It is recommended you announce runner(s)-up first followed by the contest winner ... and how many you announce should be based on the number of trophies / awards you present. i.e. 2-club, 2-area, 2-division and 3-district</p> <p>Explain how top finisher (or top two finishers) will go on to next level, depending on how District has decided to handle:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clubs in areas with 4 or fewer clubs can send top two finishers to Area Contest,</li> <li><input type="checkbox"/> Areas in Divisions with 4 or fewer can send top two finishers to Division Contest,</li> <li><input type="checkbox"/> Divisions in Districts with 4 or fewer Divisions Areas can send top two finishers to District Contest</li> </ul> <p>Present award to top finisher(s) who will go on to next level. Encourage them to exchange contact information.</p>	Contest Master, Contest Chair or District Officer	contest day
87	<p>Thank all who helped in Contest.</p> <p>Thank all people for coming.</p> <p>Thank all participants.</p> <p>Reminder of date, time, location of next level of Contest</p>	Contest Master	contest day
88	Secure name, address, e-mail address and phone number of first and second place winners of both contests. Send information to Chairman of contest at next level, using Notification form. Also send eligibility form and profile sheet on each contestant going to next level, including the alternates. Be sure to include the date of club, area, division and district contests on eligibility form.	Contest Chair	ASAP after contest
89	Send out News Releases (include photos, if possible), and notification to contestant's employer	Contest Chair	ASAP after contest
90	Pay all bills relating to the contest	Contest Chair	ASAP after contest

**Notes:**

Contest Chair: Person responsible for administration and contest oversight, i.e. VP Ed, Club President, Lt Gov Ed & Trng, Area Director, Division Director or District Director

Contest Master: Toastmaster for the Contest. May or may not be the Contest Chair

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## **Contest Judges Briefing Info**

1. Judge by the criteria – see particular contest ballot
2. Be impartial (sex, club affiliation, race, etc) – see back of form – Judging Criteria and Judge’s Certification form (all need to sign and give to the Chief Judge). Remind them to check biases at the door. We all have them.
3. You are to pick a winner – it’s not an evaluation. If evaluators are necessary, the contestant should make arrangements before the contest and the results are to be shared privately.
4. Watch and listen to each speaker carefully. The speakers are bringing their “A” game and so must the judges. Make any notes that will help you to rate the speech, on the top portion of the judging form or on a separate sheet of paper.
5. Enter contestants’ names in speaking order onto top of the form. It is helpful to do this right to left.
6. During the minute of silence after each speaker finishes, record your ratings for that speaker onto the form. Suggestion, not requirements: Fold the form to hide your ratings for each speaker before the next speaker begins, or use a separate piece of paper to cover your ratings for previous speakers as you judge each new speech.
7. Tally up to decide winner, using criteria – total points.
8. **YOU MUST INDICATE FIRST, SECOND AND THIRD PLACE ON THE BALLOT. IF THERE ARE ONLY TWO CONTESTANTS, YOU MUST WRITE DOWN FIRST PLACE AND SECOND PLACE ON YOUR BALLOT OR IT WILL BE VOIDED. COUNTERS AND CHIEF JUDGE CANNOT ASSUME.**
9. **TIEBREAKER JUDGE MUST LIST ALL CONTESTANTS** (e.g. if there are 4 contestants, tiebreaker judge must list 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> places on tear off ballot).
10. Don’t worry about the time – timers will handle that.
11. If you think the speech is not substantially original, bring it up to the Chief Judge immediately
12. **YOU MUST SIGN THE BALLOT**
13. Print your name where appropriate
14. Tear off and hand in to counters; tiebreaker goes to the Chief Judge only
15. Top portion of the ballot and scratch paper must be destroyed
16. Any questions
17. Thanks for helping