

A Guide to Conducting a Quality Speech Contest

Preparation and Organization is the Key

	Page
PREPERATION	2
TIME FRAMES FOR ORGANIZATION	2
8 weeks before.....	2
4 weeks before.....	3
3 weeks before.....	3
2 weeks before.....	3
1 week before	3
1 day before.....	3
ON THE CONTEST DAY	3
DUTIES OF THE CONTEST CHAIR	3
DUTIES OF THE HOST CLUB/FACILITIES COMMITTEE	4
DUTIES OF THE CONTEST COMMITTEE	4
DUTIES OF THE PRINTING AND PUBLICITY COMMITTEE	5
DUTIES OF THE FINANCE COMMITTEE	5
DUTIES OF THE REGISTRATION COMMITTEE	5
CONTEST ASSIGNMENT SHEET	6
REQUIRED EQUIPMENT CHECKLIST	6
CONTEST CHAIR'S "ON THE NIGHT" CHECKLIST	7
DUTIES OF THE CONTEST CHAIR AFTER THE EVENT	7
CONTACT FORM	8
FORMS AND BALLOTS	9

PREPERATION

Preparation will differ depending on what level of contest you are holding. An Area Governor may do most all of their own preparation for an Area contest and a Division Governor may appoint some committees while a District Governor will appoint committees for each major task. For larger contests, the following Committees are often used: Contest Committee, Host Club/Facilities Committee, Printing and Publicity Committee, Registration Committee, and Finance Committee. With or without committees, the basic tasks are:

- Determine budget for contest
- Select place and time for contest
- Determine contest agenda (e.g. contests to be conducted)
- Arrange supplies and services (e.g. refreshments, flip-charts, timing lights, forms, etc.)
- Select Chief Judge and other officials
 - Judges (6-8 minimum)
 - timers (2)
 - counters (2)
 - sergeant-at-arms (1 or more)
- Notify contest officials of time and place
- Ensure all contestants are eligible
- Notify contestants of time and place
- Publicize contest in community
- READ the rule book, and both sides of the ballots

TIME FRAMES FOR ORGANIZATION

Note that these time frames will change depending on the level of the contest. Club contests can be organized in only a few weeks. Area, Division, and District contests will take progressively longer.

When - Activity - Done?

8 weeks before Read this Guide and Learn How to Use it. _____

Learn the "Do's and Don'ts". _____

Order Participation and Place Certificates. _____

Order the Trophies. _____

Decide on the Event Format. _____

Choose and Reserve the Venue. _____

Appoint Officials and Committees. _____

4 weeks before Ensure that all Clubs (or Areas or Divisions) will complete their Contests _____

Plan your Strategy for Maximizing Attendance. _____

Prepare an Advertising Flyer. _____

3 weeks before Appoint all Participants and Obtain Contestants' Names when possible. _____

2 weeks before Arrange for Provision of all the Required Equipment _____

Send Information Packages to all Participants. _____

1 week before Prepare the Program. _____

Print or obtain all the Documents required for the Event. _____

3 days before Check the Arrangements with the Venue. _____

Check that all Required Equipment is being Provided. _____

Confirm your officials' _____

1 day before Provide Final Meal Numbers to the Venue if needed _____

Practice the Correct Protocol. _____

ON THE CONTEST DAY

DON'T PANIC! GOOD LUCK! Use the below Checklists to ensure success. _____

DUTIES OF THE CONTEST CHAIR

No. - Action - Due Date - Status

1. Obtain Speech Contest Participation Certificates. _____
2. Obtain Speech Contest Winners' Certificates (1st, 2nd, and 3rd for each contest). _____
3. Obtain Contest Trophies. _____
4. Decide on Event Format. _____
5. Ensure District Officer Representation. _____
6. Inform District Lt-Gov. of Ed. of Date, Time, and Venue of Contest. _____
7. Confirm Registration Fee (if any) to Publicity and Finance Committees. _____
8. Select Contest officials (up to 25 needed, see Contest Assignments list). _____
9. Ensure that Chief Judge Appoints a Tie-Breaking Judge. _____
10. Pass the name of any Guest of Honor to the Printing and Publicity Committee. _____
11. Prepare a Detailed Schedule for the Whole Event. _____

12. Prepare Final Programs with Contest Committees. _____
13. Pass Final Program to Printing and Publicity Committee. _____
14. Complete all Actions on the "On The Night" Checklist. _____
15. Report all Expenses to the Finance Committee. _____

DUTIES OF THE HOST CLUB/FACILITIES COMMITTEE

Name of Club _____ Name of Chair _____

No. - Action - Due Date - Status

1. Confirm a Date and Time for the Event with the Contest Chair. _____
2. Confirm the Venue is reserved. _____
3. Organize the Public Address System, if required. _____
4. Ensure that all the required equipment is supplied. _____
5. Provide a Calligraphy Capability at the Event if possible. _____
6. Provide "Direction" and any other signs or posters needed. _____
7. Provide for Name Badges at the event. _____
8. Act as a single point of contact with the venue. _____
9. Confirm final meal numbers with venue if needed. _____
10. Report all Expenses to the Finance Committee. _____

DUTIES OF THE CONTEST COMMITTEE

Name of Club _____ Name of Chair _____

No. - Action - Due Date - Status

1. Ensure all Clubs (or Areas or Divisions) have held a Speech Contest. _____
2. Choose a Contest Toastmaster. _____
3. Select a Minimum of 1 Judge from each Club, with at least 5 Judges Total. _____
4. Select a Chief Judge (Nonvoting). _____
5. Select 2 Timers from Different Clubs. _____
6. Select 2 Ballot Counters from Different Clubs. _____
7. Supply names of Club Winners to Printing and Pub. Committee/Contest Chair. _____
8. Ensure that all Contestants are Eligible in Accordance with the Contest Rules. _____
9. Supply names of Participants to Printing and Pub. Committee/Contest Chair. _____
10. Prepare a Preliminary Program for the Speech Contest. _____
11. Assist the Contest Chair to Prepare the Final Event Program. _____
12. Ensure that each Contestant Completes a Biographical Data Form. _____
13. Pass Biographical Data Forms to the Contest Chair. _____

14, Ensure that the Speech Contest Part of the Event runs smoothly. _____

15 Report all Expenses to the finance Committee. _____

DUTIES OF THE PRINTING AND PUBLICITY COMMITTEE

Name of Club _____ Name of Chair _____

No. - Action - Due Date - Status

1. Arrange the Design and Printing of the Flyers. _____
2. Send a supply of Flyers to each Club in Area. _____
3. Send a Supply of Flyers to the Area Governor. _____
4. Send a Supply of Flyers to all Area Governors in District. _____
5. Send flyers to the District Governor, Lt-Gov. Ed., & Lt-Gov. Marketing _____
6. Send a flyer to District Representative at your Contest. _____
7. Compile Info. Packages for all Contestants and Participants. _____
8. Send Info. Packages to all Contestants and Participants. _____
9. Arrange the Design and Printing of the Event Programs. _____
10. Print all the Documents required at the Event _____
12. Report all Expenses to the Finance Committee. _____

DUTIES OF THE FINANCE COMMITTEE

Name of Club _____ Name of Chair _____

No. - Action - Due Date - Status

1. Prepare a Budget for the Event _____.
2. Use Budget to Assist Contest Chair in Determining Registration Fee to Event. _____
3. Ensure that Funds are Available for the Purchase of Supplies, etc. _____
4. Keep a Full Record of all Expenditures. _____
5. Collect Registration Fees from all Attendees. _____
6. Provide a Complete Set of Accounts to the Contest Chair. _____
7. Send a Copy of the Accounts to all Clubs. _____
8. Ensure that all Bills are Paid Promptly. _____
9. Prepare a Final Report to Area Council Once all Bills Have Been Paid. _____

DUTIES OF THE REGISTRATION COMMITTEE

Name of Club _____ Name of Chair _____

No. - Action - Due Date - Status

1. Maintain a Record of all Registrations, Fees and Meal Orders. _____

2. Assist Contest Chair in Determining Final Meal Numbers. _____
3. Pass Final Meal Numbers to Facilities Committee. _____
4. Provide 2 Hosts at the Event to Service the Registration Table. _____
5. Provide Means for Registering at the Event, including Walk-ins. _____
6. Provide Meal Tickets to all Attendees, if required by Caterers. _____
7. Ensure all Attendees are given a Name Tag and Program upon Registration. _____
8. Provide Record of Names, Meal Costs and Meals to Finance Committee. _____
9. Pass all Money Received to Finance Committee. _____
10. Report all Expenses to Finance Committee. _____

CONTEST ASSIGNMENT SHEET

(See the attached.)

REQUIRED EQUIPMENT CHECKLIST

No. - Item Supplied – By Whom - Here?

1. Gavel _____
2. Lectern _____
3. USA Flag _____
4. Stopwatches (2) _____
5. Timing Lights _____
6. Extension Cord for lights _____
7. Timing Cards (just in case) _____
8. Speaking Order Ballots (2 sets) _____
9. Club Banners _____
10. All Forms and Documents _____
11. Direction Posters _____
12. Contest Trophies _____
13. Participation Certificates _____
14. Appreciation Certificates _____
15. Writing Pads _____
16. Envelopes _____
17. Rubber Cement, Crazy Glue, Drafting Tape, Pushpins, Stapler, Note pads _____
18. This Guide to Organizing Your Event

CONTEST CHAIR'S "ON THE NIGHT" CHECKLIST

Item - Action - Done?

- 1 Check that Direction Posters are in Place. _____
2. Check that the Room is Correctly Laid Out. _____
3. Check that Registration Table has Name Tags. _____
- 4 Ensure that there are Programs at each Table. _____
5. Ensure that the Lectern and Timers Tables are correctly set out, Including Trophies. _____
6. Ensure that Club and Area Banners are Hung as appropriate. _____
7. Ensure that a Copy of the Detailed Schedule is taped securely to the Lectern. _____
8. Check that all the Relevant Documents are Available _____
9. Check all Equipment is here _____
10. Check all Participants are here _____
- 11 Brief the Chief Judge. _____
12. Brief the Contest Toastmaster. _____
13. Brief the Sergeant-at-Arms. _____
14. Brief the Contestants for the 1st Contest, and draw for Speaking Order. _____
15. Brief the Contestants for the 2nd Contest, and draw for Speaking Order. _____
16. Ensure all other Briefings are completed to the Agreed Schedule. _____
17. Ensure that Printing Packages are given to the Appropriate Officials per Section 13. _____
18. Ensure that Speech Contest Contestants Complete Biographical Data Forms. _____
19. Ensure Contestants Give Completed Biographical Data Forms to the Contest Toastmaster. _____
20. Ensure that Contest Contestants Complete Speech Originality Forms. _____
21. Ensure Contestants Give Completed Speech Originality Forms to the Chief Judge. _____
22. Ensure that the Participation Certificates are calligraphed _____
23. Give Speech Contest Participation Certificates to Contest Toastmaster. _____
24. Give Copy of Speaking Order Form for each Contest to the Contest Toastmaster. _____
25. Ensure that Certificates of Appreciation are calligraphed. _____
- 26, Ensure that all 3 Winners Certificates for the Speech Contest are calligraphed. _____
27. Ensure that the Meeting Room is returned to State of Good Order. _____

DUTIES OF THE CONTEST CHAIR AFTER THE EVENT

- 1 day after** Send Names of Winners and Alternates to District Governor and next Contest Chair _____
- 3 days after** Ensure that all Registration Fees have been collected and deposited _____
- 2 weeks after** Ensure that all bills have been paid and accounts balanced. _____

FORMS AND BALLOTS
by Contest
and TI Order Number

Contest	Description	TI Number
International Speech	Judges Ballot	1172
International Speech	Tie Breaking Ballot	1188
Evaluation	Judges Ballot	1179
Evaluation	Tie Breaking Ballot	1179A
Humorous	Judges Ballot	1191
Humorous	Tie Breaking Ballot	1191A
Table Topics	Judges Ballot	1180
Table Topics	Tie Breaking Ballot	1180A
Timing Record (All Contests)		1175
Counters Tally Sheet (All Contests)		1176
Certificates of Eligibility & Originality (All Contests)		1183
Biographical Information (All Contests)		1189
Notification of Contest Winners (All Contests)		1182

Note: When copying the ballots, copy both sides. The Judging Criteria and the Judge's Code of Ethics are printed on the back of each ballot.