



How to Plan a Club Speech Contest

Presented at
District 47
Planet Toastmasters
Officer Training
By Toastmaster Shari Cartwright, ATM-G/CL



Agenda

- Speech contests at Toastmasters
- Contest format
- Contest roles duties
 - Contest Planner
 - Contest Master
 - Chief Judge
 - Other roles
- Appendix



Speech Contests in D47

- Fall

- *Humorous Speech*
- *Evaluation*

- Spring

- *International Speech* (only contest with speech requirement - minimum 6 speeches from basic manual)
- *Table Topics*



Why Speech Contests?

- Important part of the Toastmasters International tradition and education program.
- Provide an opportunity for more proficient speakers to gain experience
- Provides an opportunity for TM not participating to observe more advanced speakers and gain experience in other areas of contest program.



Contest Timelines

International Speech and Table Topics Contests

- Club level in February
- Area level in March
- Division level in April
- District level in May at Spring Conference
- Regional level in June at annual conference
- International level in August at annual conference

Humorous Speech and Speech Evaluation Contests

- Club level in August
- Area level in September
- Division level in October
- District level in November at Fall Conference



Contest Format

Evaluation Contest

- Test Speaker presents 5-7 minute speech
- All contestants hear the speech and are then escorted by the SAA to a separate room for 5 minutes to prepare their evaluation
- At the end of 5 minutes, the SAA takes every contestants notes (except first contestant). Then hands them back as each goes in.
- Contestants are escorted back individually to present their 2-3 minute evaluation.

Table Topics Contest

- All contestants leave the room except the first speaker
- All contestants are given the same topic of a general nature. The topic shall not require a detailed knowledge but should lead to an opinion or conclusion
- Speeches will be two minutes long. Contestants who speak less than one minute or more than 2 minutes 30 seconds are disqualified



Contest Format (Cont'd)

International Speech and Humorous Speech

- Speech prepared by presenter must be substantially original. For the Humorous contest, the speech must be thematic, not a monologue.
- Any appropriate subject
- Speeches will be 5-7 minutes. Contestants who speak less than four minutes 30 seconds or more than seven minutes 30 seconds will be disqualified.

If any speech contest only has 1 contestant, conduct the contest. This serves two purposes:

1. Verifies that contestant speaks within time limits
2. Contestant gets practice for the next level



Contest Roles

- Contest Chair (Pres or VPE unless competing)
- Contest Master (may be same as Chair)
- Chief Judge
- Test Speaker (for Evaluation contest)
- Contestants
- Judges (3-5)
- 2 Timers
- 2 Ballot Counters
- 2 Sgt. At Arms
- Registration and Welcome (optional)



Contest Planner Checklist

- Set contest date – August and February (January in 2008)
- Order trophies
- Order contest forms & rules book
- Discuss with CM & CJ who will fill remaining roles (Typically CJ fills judges roles – 3-5 judges plus a tie-breaker judge)
- Secure contestants and ensure they have all pertinent information
- Make sure CJ has all forms necessary – may have to order
- Food is an option – new CL has a spot for helping to plan a club contest. Good lure to get a volunteer to plan food.
- A week before, follow-up with CM, CJ, contestants, and other roles to ensure attendance
- Create an Agenda:
 - Plan something as a filler while CJ and vote counters are tallying – i.e. next level contest
 - Plan introductions: dignitaries (if present) and your CM
- Invite Division and Area Governors
- Create/buy certificates of appreciation for all contestants and roles. Buy good thick paper to print them or use certificate paper.
- Secure contest supplies – pens, 2 timing devices, timing lights, camera
- Send Notification of Contest Winners to the Area Governor (or email)
- Print fliers for next level contest and announce date
- Lectern and Gavel
- U.S. Flag and Club banner



Contest Master Duties

- Arrive early – no excuses
- Plan contestants briefing 15-30 minutes prior to start of contest. Be familiar with rules if contestant is not present for briefing.
- Be prepared to draw lots for speaking position
- Double check your supplies before leaving for contest
 - Speaker's Eligibility forms
 - Copy of Speech Contest Rulebook
- Understand protest rules
- Help contest planner whenever possible
- Plan your introduction
- If a Table Topic contest, decide on the topic
- Conduct contestants briefing
- Make the contest interesting!



Chief Judge Duties

- Arrive early – no excuses
- Secure judges and back-up judges
- Double check your supplies before leaving for contest
 - One folder for each judge - each folder contains all necessary forms plus an envelope
 - Folder with other forms
 - Copy of contest rules
- Understand tie-breaking rules
- Understand protest rules
- Help contest planner whenever possible
- Conduct judges briefing 15-30 minutes prior to start of contest



Pre-contest Checklist for Chief Judge

- Secure 3-5 Judges & a back-up judge
- Secure 2 Timers (optional – may be done by CM or Chair)
- Secure 2 Vote Counters (optional – may be done by CM or Chair)
- Meet with CM and Chair to confirm any other duties
- Familiarize self with rules (including tie-breaking rules)
- Prepare folders for judges:
 - Correct contest ballots
 - 1 Envelope
 - Certificates of appreciation for judges
- Secure timing and vote counting sheets
- Contact judges, timers, and vote counters to finalize arrival time
- Create/prepare a sheet to complete and give to CM with winners



Other Contest Roles Duties

- ARRIVE ON TIME!!!!!!
- Help contest planner whenever possible
- Know your role
- Arrive prepared
 - Timers bring pen and timing device as a backup
 - Test Speaker – prepare to present 5-7 minute speech
 - Speech Evaluation contestants bring paper and writing implement for evaluation notes.



Lessons Learned

- Follow-up but don't micro-manage
- Order trophies early – need 3 weeks minimum for TI delivery
- Make sure all correct forms are obtained



For more info

- Order Speech contest packets from TI
- Contact Area Governor
- Contact Division Governor
- Contact the presenter:
 - Shari Cartwright, ATM-G/CL
slcartwright@comcast.net
904-429-7243 or 904-465-6602



Forms & Supplies

- Judging ballots for each contest
 - International Speech Contest (No. 1172)
 - Humorous Speech Contest (No. 1191)
 - Table Topics Contest (No. 1180)
 - Evaluation Contest (No. 1179)
- Tie-breaker judging ballots for each contest
 - International Speech Contest (No. 1188)
 - Humorous Speech Contest (No. 1191A)
 - Table Topics Contest (No. 1180A)
 - Evaluation Contest (No. 1179A)
- Time Record Sheet (No. 1175)
- Counter's Tally Sheet (No. 1176)
- Speakers Certification of Eligibility & Originality (only for speeches, not necessary for Table Topics and Evaluation) (No. 1183)
- Notification of Contest Winner (No. 1182)
- Speech Contest Rulebook (No. 1171)
- Timing lights and color coded cards (for backup)
- 2 Timing devices