

Toastmasters Speech Contest

Contest Chair's Planning & Action Tracking Document Sample

Activities Keep a running notation of the status of each of the actions in this document. Follow-up periodically with your Committee Chairs. You can also use this document to stand in for an agenda when holding Committee meetings, including Kick-the-Tires.

Action	Responsible Person	Notes & Status	Due Date
Find a location for the contest - Define special requirements - Consider food needs - Consider room layout needs - Consider location			
Select a contest committee & arrange a planning meeting - See list in Contest Manager - Enter names in Contest Manger			
Obtain Contest Rules pamphlet			
Obtain names of contestants - Record names in the Contest Manager			
Develop budget - Work with Division Treasurer - Provide a budget to appropriate Committee chairs - Monitor adherence At end calculate estimated vs. actual			
Trophies (Contact District Governor) - Include in budget - Logistics for obtaining them			
Select a Theme - Decide how to incorporate it			
Publicize contest - Develop a publicity plan - Create a flyer & distribution plan			
Contact club presidents (if Area Contest) - Encourage to hold contests			
Registration/protocol - \$ Amount for pre-pay - \$ Amount for walk-in			

<ul style="list-style-type: none"> - Who to “comp” - Sign-in sheet - Supplies: Name tags, markers, pens, etc - Money for change & money box - Protocol List - Include Division/District Treasurer 			
<p>Decorations</p> <ul style="list-style-type: none"> - Check with facilities manager for rules - Provide a budget - Assess what can be recycled from other events - Keep it very simple 			
<p>Refreshments</p> <ul style="list-style-type: none"> - Number to plan for - Assess need for equipment - Supplies and incidentals - Provide a budget - Logistics for bringing & serving - Keep it very simple 			
<p>Create Timed Agenda</p> <ul style="list-style-type: none"> - Draft then final - Provide Timed Agenda to functionaries 			
<p>Chief Judge</p> <ul style="list-style-type: none"> - Obtain <i>trained</i> Judges - Ballot Counters, Timers - TI Forms - Timing mechanism and watches - Train timers 			
<p>Opportunity Drawing</p> <ul style="list-style-type: none"> - Raffle tickets - Container for tickets - Set logical cost for tickets - Logistics to obtain prizes - Non-profit letter from TI - Method for donor recognition 			
<p>Certificates/folders</p> <ul style="list-style-type: none"> - Contestants & participants - Provide list of names & designations - Determine content; reflect theme 			

- Process for checking accuracy - Provide a budget			
Program - Reflect theme; determine content - Process for checking accuracy - Provide a budget			
Chief Timer - Get assistants - Timing lights/stop watches - Procedures & training - Timing documents			
Opening thought/pledge - Reflect theme			
Toastmaster - Contact contestants - Obtain bio forms - Method for introducing contest - Method for briefing contestants - Introduction to Area/Division Gov. - Coordinate with SAA & other functionaries - Winner's bios to next level			
Sergeant-at-Arms - Set-up/clean up committee - Assist speakers with lectern, etc. - For evaluation contest, follow guidelines			
Greeters - Decide if needed - Locations and identification			
Signage - Where and what type			
Create a contest "bring-with-list" in Contest Manager			
Obtain Needed Supplies			
Coordinate with Div/District governor			