

## **International Speech Contest Briefing for Contestants**

**Toastmaster:** Gather all speakers and cover the following points:

1. Confirm that all contestants have provided their Eligibility and Originality forms to the Chief Judge. (See item 10 for eligibility rules.)
2. Make sure all contestants have provided legible Biographical Data forms to Toastmaster, including their speech titles.
3. Let contestants know they will be introduced as follows: Name, Speech Title, Speech Title, Name
4. Verify speech title of each speaker and pronunciation of their names.
5. Speeches are 5 -7 minutes. Speeches less than 4:30 (four minutes, thirty seconds) or more than 7:30 (seven minutes, thirty seconds) will be disqualified.
6. Inform contestants where timekeepers are located and ensure they can see the timing devices.
7. The lights will be activated as follows:
  - a. Green light at 5 minutes
  - b. Amber light at 6 minutes
  - c. Red light at 7 minutes and will stay on until the conclusion of the speech.No notice shall be given should a speaker go over time.
8. In the event of light failure, 30 seconds will be granted to the speaker (should not be necessary if card boards are in place).
9. Time starts with first word uttered or when any form of communication is used.
10. Disqualifications are for:
  - a. Time - Chief Judge and Timers. if there is a disqualification for time, it will be announced (no name) before the announcement of the winners.
  - b. Originality - Judges and Contestants may protest to the Chief Judge or Contest Chair, before winners are announced, if they feel the speech is plagiarized, substantially unoriginal or if quotes are not attributed to source. Should a protest be lodged, the Chief Judge will call the judges and the speaker aside for a review.
  - c. Eligibility - must have completed six (6) manual speeches, be a member in good standing of a club in good standing, and not a district officer or candidate for district office.

11. Once a winner has been declared, all decisions are final. Note: The Chief Judge and Ballot Counters can correct the Contest Chair if he reads the winners incorrectly.

12. Define speaking area. Explain that if contestants step out of the speaking area they are not automatically disqualified but may be marked down by the judges.

13. Once all contestants have spoken, the Toastmaster will interview them briefly, asking them their club name/number and one or two questions from their biographies. (If a contestant is competing in both contests, the Toastmaster interviews that contestant after the last contest is completed).

14. Draw for speaking order.

15. Have contestants remove name tags and any other indications of proficiency or club affiliation. The small Toastmasters pin is acceptable.

16. Confirm the following with the speakers and Sergeant-at-Arms.

- a. Use of props - These should be set up during the minute of silence between speakers
- b. Lectern required
- c. Wish to remain in or leave the room (contestants may choose to remain in the room for the duration of the contest or they may leave the room and request to be brought back by the Sergeant-at-Arms when their turn to speak has arrived)

17. Are there any questions?