

Larry's District 49 Toastmasters Contest Guide

Larry Lands, ATMG CL - 2001 Finalist Toastmasters World Championship

With liberal thanks to Ron Mobley, Rod Wright, and Doug Kelly

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 day	DON'T PANIC! GOOD LUCK! Use the Checklist to ensure success.	_____
1 day after	Send Names of Winners and their Alternates to the District Governor.	_____
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.	_____

Larry's District 49 Toastmasters Contest Guide

DUTIES OF THE CONTEST CHAIR

No.	Action	Due Date	Status
1.	Obtain Speech Contest Participation Certificates.	_____	_____
2.	Obtain Speech Contest Winners' Certificates (1st, 2nd, 3 rd 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.	_____	_____

Larry's District 49 Toastmasters Contest Guide

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.	_____	_____

Larry's District 49 Toastmasters Contest Guide

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.	_____	_____

Larry's District 49 Toastmasters Contest Guide

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.	_____	_____

Larry's District 49 Toastmasters Contest Guide

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.	_____	_____

Larry's District 49 Toastmasters Contest Guide

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.	_____	_____

Larry's District 49 Toastmasters Contest Guide

CONTEST ASSIGNMENTS

No.	Action	Club	Name	Here?
1.	Toastmaster	_____	_____	_____
2.	Contestant No. 1	_____	_____	_____
3.	Contestant No. 2	_____	_____	_____
4.	Contestant No. 3	_____	_____	_____
5.	Contestant No. 4	_____	_____	_____
6.	Contestant No. 5	_____	_____	_____
7.	Contestant No. 6	_____	_____	_____
8.	Contestant No. 7	_____	_____	_____
9.	Contestant No. 8	_____	_____	_____
10.	Contestant No. 9	_____	_____	_____
11.	Contestant No. 10	_____	_____	_____
12.	Chief Judge	_____	_____	_____
13.	Judge No. 1	_____	_____	_____
14.	Judge No. 2	_____	_____	_____
15.	Judge No. 3	_____	_____	_____
16.	Judge No. 4	_____	_____	_____
17.	Judge No. 5	_____	_____	_____
18.	Judge No. 6	_____	_____	_____
19.	Judge No. 7	_____	_____	_____
20.	Judge No. 8	_____	_____	_____
21.	Tie-Breaking Judge	Appointed from above 8, known only to Chief Judge		
22.	Timer No. 1	_____	_____	_____
23.	Timer No. 2	_____	_____	_____
24.	Ballot Counter No. 1	_____	_____	_____
25.	Ballot Counter No. 2	_____	_____	_____

Larry's District 49 Toastmasters Contest Guide

REQUIRED EQUIPMENT CHECKLIST

No.	Item	Supplied by	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		

Larry's District 49 Toastmasters Contest Guide

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.	_____