

AREA / DIVISION CONTEST EVALUATION

AREA / DIVISION	GOVERNOR'S NAME	ATTENDANCE	DATE	TIME					
					Excellent	Adequate	Must Improve		
1.	Overall participation level from the clubs in the Area / Division				1	2	3	4	5
2.	Publicity / planning / advertising done well in advance of contest				1	2	3	4	5
3.	Contest flyer published on District website & delivered to all clubs well in advance				1	2	3	4	5
4.	Contest flyer includes directions, maps, security, parking, date/time/place, contact info				1	2	3	4	5
5.	Contest room / facility large enough for expected audience				1	2	3	4	5
6.	Briefing room large enough for Briefings and Evaluation or Table Topics Contestants				1	2	3	4	5
7.	Contest room supplies in order – banners, flags, timing devices, lights, gavel, etc.				1	2	3	4	5
8.	Refreshments for contest appropriate for time of day, sufficient in quantity, etc.				1	2	3	4	5
9.	Adequate acoustics or sound system				1	2	3	4	5
10.	Climate control: not too hot or too cold				1	2	3	4	5
11.	Enough Judges and Contest Officials to conform to Speech Contest Rules				1	2	3	4	5
12.	Agenda or Program lists Contestants, order of events, Clubs or Areas represented, etc. (does not include information on Contestants or Judges' names)				1	2	3	4	5
13.	Were the Judges, Chief Judge, Contest Chair, and Toastmaster all properly trained?					Y		N	
14.	Did Contest Officials and Contestants know and follow the Speech Contest Rules?					Y		N	
15.	Was a current Speech Contest Rulebook available for reference?					Y		N	
16.	Did the Contest Briefings start on time?					Y		N	
17.	Were the District-provided scripts for the Toastmaster and Briefings used?					Y		N	
18.	Were Contestants, Judges, and Contest Officials at the Contest Briefing on time?					Y		N	
19.	Did the Contest start on time?					Y		N	
20.	Did the table for Timers have access to electric outlet for timing device?					Y		N	
21.	Were the timing lights / cards easily within Contestants' view?					Y		N	
22.	Were timing rules followed (red light stays on, 1 minute between speakers, etc.)?					Y		N	
23.	Was a lectern available for the Toastmaster and Contestants that might request one?					Y		N	
24.	Was lighting adequate for speaking area?					Y		N	
25.	Was the speaking area adequate for the size of the room (speakers easily seen, etc.)?					Y		N	
26.	Were the Awards prominently displayed before the attendees arrived?					Y		N	
27.	Did the Contest allow sufficient time for District business including announcements?					Y		N	
28.	Were dignitary introductions done correctly (by titles, educational levels)?					Y		N	
29.	Were speaker introductions done correctly (i.e. Contestant # -, Name, Title, Title, Name)?					Y		N	
30.	Were Contestant interviews done after the completion of all contests?					Y		N	
31.	Were Certificates and/or gifts for Contestants and Contest Officials handed out?					Y		N	
32.	Were announcements done quickly & efficiently?					Y		N	
33.	Was the audience clearly made aware of the next levels of competition?					Y		N	
34.	Was the announcement of winners the VERY LAST item of the event?					Y		N	

OVERALL CONTEST EVALUATION

1 2 3 4 5

COMMENTS & SUGGESTIONS FOR IMPROVEMENT _____

Contest Chair

Chief Judge

Toastmaster

Evaluator

Date