



Basic International Speech Contest Briefing for Contestants

The points covered in this form are the recommended points that should be covered when briefing contestants. This form is NOT an official document; the current year's copy of the contest rule book is the final authority of contest rules. This document covers both rules and recommendations to ensure a smooth contest. The following icons are used to denote portions of the document that are rules or recommendations:







 denotes a Rule and

 denotes a Recommendation.























Gather all contestants and cover the following points:

-  If a contestant is not present at the briefing, he loses the right to receive a briefing. Notify alternate contestants that they should attend the briefing. If the contestant is not present at the contest when the Contest Chair is announced, he will be ineligible to compete and his alternate will compete in his place.

Eligibility

-  Be a member in good standing of the club in which he is competing; i.e. dues sent and received at WHQ
-  Not be a current District or International officer, nor have declared the intent to run for District or International office (i.e. District Treasurer, Area Governor, etc.)
-  Area level and above: Not be presenters of educational sessions at the event at which the contest is held
-  Confirm that all contestants provided their Speech Contestant Biographical Information (1189)
-  Confirm that all contestants provided their Speaker's Certification of Eligibility and Originality (1183) forms to the Chief Judge.
-  Complete at least 6 (six) speeches from the Competent Communicator manual before the Club contest. This CANNOT be their sixth speech.

Procedures

-  All speeches must be original. Any quoted material must be identified.
-  To eliminate perception of bias, introduce each contestant as follows:
Name, Speech Title, Speech Title Name (No number)
-  Inform speakers where the timing devices are located.
-  Time of speech is 5 - 7 minutes. Speeches less than 4 minutes 30 seconds or more than 7 minutes 30 seconds will be disqualified.
-  The lights will be activated as follows ( ensure the timekeepers activate the lights/cardboards as you indicate timelines):
 -  **Green Light at 5 minutes,**
 -  **Amber Light at 6 minutes,** and
 -  **Red Light at 7 minutes** and will stay on until the speaker has finished speaking. No notice shall be given to indicate a speaker has gone overtime.
-  In the event of light failure, 30 seconds will be granted to the speaker.
-  Timing starts with the first definite verbal or nonverbal communication with the audience.
-  There will be one minute of silence between speakers.
-  Protests may be entered ONLY by the contestants or judges to either the Chief Judge and/or Contest Chair.
-  After the results are announced, all decisions are final.
-  Recording speeches or taking pictures during the contest is not permitted without the preauthorization of the Contest Chair, if authorized; these will be unobtrusive to the contestants.
-  Once all contestants have spoken, an interview will be conducted. (If one contestant or more is competing in other contests, wait until they have concluded their last contest to interview them.)
-  Confirm the proper pronunciation of the contestant's name, speech title and whether any of the speakers will use props or lectern
-  Confirm if the contestants wish to remain in the room for the duration of the contest or leave the room & be brought back by the Sgt at Arms when it is their turn to speak
-  Have the contestants draw lots (pieces of paper marked with numbers or cards) to determine the speaking order.
-  Define the speaking area.
-  Prior to the contest, let the contestants walk around the speaking area and test the microphone if available.
-  Check if the contestants have any question.