

District 69 Toastmasters

Everything you need to know about

Hosting a Successful Speech Conference/Contest

To be used at Club, Area, Division and District levels

Contents

Conference or Contest?.....	3
Contest Roles	4
Contest Chair.....	5
Chief Judge	12
Judge	16
Tiebreaking Judge.....	18
Contest Toastmaster.....	18
Timers	20
Ballot Counters	21
Sergeants-at-Arms.....	22
Council Meeting.....	23
The M.C.....	24
Protocol	25
VIP Sergeant-at-Arms.....	25
The Conference Booklet	25
Raffle Master.....	27
Appendix 1: Conference Checklist	28
Appendix 2: Guide for Timing of Speech Contests.....	32
Appendix 3: Chief Judge Briefing	33
Appendix 4: Assistant Chief Judge Briefing.....	34
Appendix 4: Assistant Chief Judge Briefing.....	34
Appendix 5: Contents of Contest Folders	38
Appendix 6: Grid of Contest Officials.....	41
Appendix 7: Feedback Reports	42

Conference or Contest?

There are three reasons for holding a conference. In order of importance these are:

1. Conduct the business of the Area/Division/District
2. Provide educational opportunities to members
3. Conduct speech contests

At Club level, a speech contest is usually held on its own.

At Area or Division level, it is customary to hold an Area or Division Council Meeting in conjunction with all four contests on the one day or weekend. In District 69, this event is then called an Area or Division conference. See the sections titled: *Council Meeting* and *The Conference Booklet*.

Elements of a conference program:

1. Council meeting
2. Educational sessions
3. Contests

Toastmasters International speech contests have three purposes:

1. To provide an opportunity for proficient speakers and those Toastmasters interested in competitive speaking to gain contest experience.
2. To provide an interesting educational program for Toastmasters and the general public.
3. To provide an opportunity for those Toastmasters not participating in the contest to learn by observing proficient speakers.

Read and become familiar with the current Toastmasters International *Speech Contest Rulebook*. The *Speech Contest Rulebook* over-rides any information which may be in this guide.

Contest Roles

Title	Job description
Contest Chair	The Contest Chair is the person ultimately responsible for ensuring that a contest is carefully planned and professionally conducted. The Contest Chair can be the Club President or VPE, Area Governor, or Division Governor, LGET or any Toastmaster who is given this responsibility. The Contest Chair briefs the Contest Toastmasters.
Chief Judge	The Chief Judge is responsible for appointing and briefing the Judges, and appointing the Timers, Ballot Counters and Sergeants-at-Arms.
Assistant Chief Judge	The Assistant Chief Judge is responsible for briefing the Timers, Ballot Counters and Sergeant-at-Arms.
Judges	Judges mark their ballots to choose the place-getters of each contest
Tiebreaking Judge	The Tiebreaking Judge is used to break any tie when deciding the place-getters of each contest.
Contest Toastmaster	A Contest Toastmaster is responsible for conducting each contest, and briefing the contestants.
Timers	Two Timers are required to ensure timing is conducted accurately. One is provided with a stopwatch, the other with a signalling device.
Ballot Counters	Three Ballot Counters are required to count the Judges' ballots to accurately compute place-getters for each contest.
Sergeants-at-Arms	Sergeants-at-Arms ensure the room arrangement is suitable for a contest and manage the supervision of contestants when and as required.
M.C.	The person who ensures the smooth flowing of all elements of the event.
Contestants	Contestants enter four different contests - Evaluation, International Speech, Humorous Speech and Table Topics contests. They must meet all eligibility requirements as outlined in the <i>Speech Contest Rulebook</i> .
Registrar	The registrar signs people in as they arrive at the contest and handles the money.
Test speaker	A test speaker presents a speech that all of the contestants evaluate during an Evaluation Contest. It is recommended that the test speaker not be a member of the same Club as any of the contestants.

Contest Chair

As Contest Chair, it is your responsibility to ensure that the speech contest is planned carefully and conducted professionally.

According to the 2013 *Speech Contest Rulebook*, you must:

- plan the contest budget
- make room and audio arrangements
- conduct a pre- and post-contest publicity program

You must ensure that:

- all bills for the event are promptly paid
- each speaker is eligible to compete and is familiar with the contest rules
- audiovisual equipment is working
- Judges, Timers and Ballot Counters are briefed on their duties
- ballots are counted carefully
- awards are presented to the winners in a ceremony that will make them proud.

Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.

Also refer to educational materials titled: *Conducting Quality Speech Contests* (Item 218E) and *Put on a Good Show - Toastmasters Meeting Planner Handbook* (Item 220) from Toastmasters International website for information on conducting a large conference and contest.

At Club level: The Contest Chair will most likely be the VP of Education, or any Toastmaster who is given this responsibility. The Contest Toastmaster, Chief Judge, Timers, Ballot Counters, Sergeants-at-arms and Judges for the contest can be the Club members who are not participating in the contest. Allow approximately one month to prepare for a Club contest.

At Area or Division level: The Contest Chair will be the Area Governor or Division Governor respectively, or any Toastmaster who is given this responsibility. Allow approximately three months to prepare for an Area conference and approximately six months for a Division conference.

Each Club in good standing is permitted to choose its contestant for each Area speech contest by whatever means the Club desires. If a contest is held, it must comply with the rules, and the contest result is final. *Speech Contest Rulebook* Section 3 Selection Sequence. At Area level, if there is only one contestant, then a contest must be held *Speech Contest Rulebook* Section 1 4B.

Toastmasters International recognises and supports the International, Evaluation, Humorous, Table Topics and Tall Tales contests. The only contests permitted at area, division or district levels are those that originate at club level and proceed through area, division and district levels.

Consider completing your *High Performance Leadership* project on the contest planning. The HPL manual can be ordered from District 70 Supplies, in Sydney.

6 - 8 weeks before the contest:

Choose a team of people who can help you organise the contests.

Sub-committees to consider would be:

- Venue and catering
- Flyer and PR
- Program and agenda, conference booklet
- Chief Judge - appoints Assistant Chief Judge, Judges, Timers, Ballot Counters, Contest Sergeants-at-Arms
- Registration table
- Photographer
- Raffles
- Contest Toastmasters
- Test speaker for Evaluation Contest
- Theme and decorations
- Certificates and trophies
- Banners
- Audio/ visual if needed
- Conference Sergeant-at-Arms

Choose a date and venue for your contest. Select a date which is different from other contests at your level, and a venue. This gives more members the opportunity to attend, particularly at Area and Division levels.

Club contests must be held between 1 July and a date at least four weeks prior to the Area contests. Area contests must be held at least four weeks prior to the Division contests. Division contests must be completed at least four weeks prior to the District contests, held at the annual District 69 Conference in May. Details of contest place-getters must be submitted to the Contest Chair of the next level of contests at least four weeks prior to that contest.

The District Governor must approve the dates of the Area and Division conferences. Contests and Council meetings are often held together and therefore called a “conference”.

The venue needs a room large enough for the contest to be held in and one other room for various uses, e.g. the Chief Judge uses it as briefing room, the Table Topics and Evaluation contestants use it while waiting for their speaking position and the Ballot Counters use it to count ballots. It is usually called a break-out room.

Choose the venue for:

- Ease of contestant use
- Food offered - people will remember being well fed!
- Flexibility of dietary requirements for people with particular dietary needs
- Ease of getting to and from the contest room, e.g. lifts, stairs
- Levels, staircases, location of toilets, wheelchair access
- Ease of parking
- Lighting for the person on stage
- Clear signage
- Availability of tea, coffee and water
- Microphone and sound facilities in working order, especially for larger rooms ie for Division Conference

While looking at a venue, ensure there is a person to liaise with about details, and determine where the food, if any, will come from, and where it will be located. If you are having food at your event, decide if it will be a meal, snacks, etc. Have access to food tables from each side to facilitate speed of feeding members.

It is a good idea to have a continual offering of tea, coffee, water and biscuits as part of the event. This will encourage fellowship and assist to keep the event as informal as possible, so that friendships can flourish and business can be conducted outside the normal sessions, when required.

Determine your budget. Include food, venue, trophies, paperwork, certificates, gifts, engraving and stationery. From that, you will have to determine an appropriate amount to charge people attending the contest. Remember that certain dignitaries have complimentary entry. Decide if you will charge less for people coming for the contest only and not planning to eat.

Area and Division contests must be self-financing. No subsidy from District funds is available. Contest income and expenses should break even. As an Area Governor you can ask the Clubs in your Area to finance the Area contest. This has two advantages:

1. There will be no need to collect money at the door from individual attendees;
2. You know that expenses will be covered exactly by income (by asking each Club to pay an equal share of the total cost). However please note that this can only be done with the agreement of the Clubs involved as they have financial autonomy with their club funds.

Read and become familiar with the current Toastmasters International *Speech Contest Rulebook*. The *Speech Contest Rulebook* over-rides any information which may be in this guide.

4 - 6 Weeks before the contest:

Appoint a Chief Judge. This person will organise the judging team and contest officials and will work closely with you as Contest Chair. It is traditional for their registration to be complimentary.

The Chief Judge appoints the Assistant Chief Judge, Judges, Timers, Ballot Counters and Sergeants-at-Arms. Judges need to be members in good standing for a minimum of six months and except for Club level, are required to have completed a minimum of six speech projects from the *Competent Communication* manual. All Judges will Judge all contestants, except the Chief Judge, who does not judge contestants. At Division and District contests, no Judge shall be a member of any Club in which a contestant is a member. Judges at all levels shall remain anonymous when practical.

The Chief Judge organises folders for Judges, Tiebreaking Judge, Timers and Ballot Counters. See Appendix 5 for the contents of folders.

Create a basic program. Allow thirty minutes for briefings for each contest. Allow enough time for each contest to run smoothly with the number of contestants. Consider the sequence of contests, e.g. will you have the Evaluation contest first, or the International Speech contest first on the program? See Appendix 2 for detailed timing requirements for each contest. Ensure a copy of the program goes to the Chief Judge and each of the contestants.

Start preparing the conference booklet. See section: *The Conference Booklet* for what to include, particularly which reports to request. Number pages for ease of reference.

Choose an educational session presenter for Area or Division conferences. Invite them to speak at the conference.

Create a contest flyer and registration form. Include:

- Name of event
- Street number and street address of the venue
- District 69 ABN 25 293 138 101 and address PO BOX 1788 Brisbane 4001 for tax deduction purposes
- Date, time, cost, payment options
- Reason to attend
- RSVP to whom and by when
- Toastmasters logo
- Parking facilities

Post your Club/Area/Division flyer on the District website and any other suitable place.

Recruit four Contest Toastmasters, one for each contest. The District 69 tradition is that the winner of any contest at any level in the previous year be invited to be Contest Toastmaster for that contest in the current year.

The success of each contest largely depends on how well the Contest Toastmaster can hold the interest of the audience, follow the contest rules, adhere to the minutes of silence, and lead the applause. This is the person the audience watches most throughout the contest. Ensure the Contest Toastmasters understand their duties. Give each a copy of the three relevant scripts: *Introducing a Contest*, *Contestant Briefing* and *Contest Toastmaster* scripts, found on District 69 website, and discuss. It is critical that they are comfortable with these. It is your responsibility to brief the Contest Toastmasters.

Order trophies. Trophies which carry the word "Toastmaster" or the Toastmasters International logo, must be ordered from All Star Trophies and Badges, who are approved to use the Toastmasters International name and logo on merchandise. All Star Trophies and Badges can be contacted on 07 3283 2903.

Ensure that the previous year's winners return the perpetual trophies by a suitable date, and that their names are engraved appropriately on the trophies.

You need a test speaker for the Evaluation Contest. This is a Toastmaster who is not a member of the same Club as any one of the contestants.

Will you need an audio visual or sound system? Who will run it? Make these arrangements, if necessary.

Establish who the contestants are for each contest. Each Club in good standing is permitted to choose its contestant for each Area speech contest by whatever means the Club desires. If a contest is held, it must comply with the rules in the *Speech Contest Rulebook*, and the contest result is final. At Area level, the contestant will be whoever was chosen by Club

decision, i.e. nomination or contests. At Division level, this will be whoever was placed first (or alternate if winner not available) at Area level.

Notify the contestants of the date, time and location of the contest and pre-contest briefing. At Area, Division and District levels, also notify the alternate speakers of the date, time and location of the contest.

Email the following information to each contestant at this time:

- *Speech Contest Rulebook* (Item 1171)
- *Speech Contestant Biographical Information* (Item 1189)
- *Speaker's Certification of Eligibility and Originality* (Item 1183)

Be sure to give contestants a deadline for returning all necessary information.

Speech participation and place-getter certificates (first, second and third), for presentation after the contest for Area level and above, are supplied by the Lt. Governor Education and Training.

1 - 2 Weeks before the contest:

Ensure you have the names and numbers of the alternate contestants, so you can contact them if the first-placed contestant is absent. If a winner is unable to participate in the next level contest, the highest-placed available contestant can advance to that level. If the primary contestant is not present on the contest day when the Contest Toastmaster is introduced, they are disqualified and the alternate officially becomes the contestant.

Also, ensure that you have a list of all Table Topics which have been used at previous levels of contests this Toastmaster year. Choose a Table Topic subject which has not been used at any level of contest in the current year, for use by the Table Topics Contest Toastmaster. (You should compile this list of topics using information from the Presidents/Area Governors). The topic shall be of reasonable length, shall not require a detailed knowledge, and shall lead to an opinion or conclusion.

Verify that each speaker is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary.

- Eligibility requirements are listed in the *Speech Contest Rulebook* (Item 1171) and may not be changed.
- Eligibility of each contestant must be verified before each contest in which he or she competes. Email speechcontests@toastmasters.org or call World Headquarters for assistance in verifying membership.

Confirm a registrar. Ensure they know the sign-in procedure, and have a way, (e.g. coloured stickers) of identifying what each person has registered for, i.e. contest only or meal included.

Confirm photographer, videographer (if desired), contest Sergeant-at-Arms, audio/visual Sergeant-at-Arms, registrars, calligrapher, raffle master etc. Make sure they understand their duties eg photographer may not take photos during contests. Make sure you have name tags, pens, and calculators for use at the contest.

- Organise for Club/ Area/ Division banners to be pressed and ready to be proudly displayed. Position your banner in centre stage to showcase Toastmasters, with other banners in support.
- Send news releases to the various community newspapers publicising the event.

2 - 6 Days before the contest:

- Ensure trophies are ready/ available.
- Confirm numbers for catering or order food if necessary.
- Send updated contest programs and list of the contestants to the Chief Judge and the Contest Toastmasters.
- Check that the Chief Judge has the name of all contest officials appointed for the contest.
- Print Certificates of participation for the contestants. Make sure you have spares in the event that an alternate contestant steps in.
- Download the following contest materials from World Headquarters as spares:
 - *Speaker's Certification of Eligibility and Originality* (Item 1183)
 - *Speech Contestant Profile* (Item 1189)
 - *Speech Contest Rulebook* (Item 1171)
- Print certificates of appreciation for the test speaker, Chief Judge and Judges, and any other key officials at your contest.
- Have place-getter certificates, i.e. first, second and third for each contest signed by you.
- You will also need to compile folders for the Contest Toastmasters, M.C. and Contest/ Conference Sergeant-at-Arms. See Appendix 5 for what to include in each folder.
- Create a list of dignitaries attending who should be acknowledged, in what order to acknowledge them and their correct titles. See section titled *Protocol*.
- Create a sign-in sheet for your registrar, with a list of attendees in alphabetical order (either first name or surname) and update it again before the contest.

See Appendix 1 for a conference checklist.

1 - 2 days before the contest:

- Finalise the program and make plenty of copies for attendees.
- Make sure there will be a lectern and gavel for the contest.
- Confirm your details, e.g. seating arrangements for the Judges at the front of the room, and eating times with the contest caterers.
- Print signs directing attendees to your location as necessary. Print "Reserved" signs for the Judges' seats. Laminate as considered necessary.
- Check on audio visual/ PA system and the person working it.
- Verify that all contestants are members in good standing of Clubs in good standing with Toastmasters International. This is especially important around dues times - April and October.
- Discuss with the registrar how attendees are to sign in and how to indicate what (if anything) they pay, and who is not expected to pay.

On the Day of the contest:

- Arrive at the contest really early.
- Ensure signage directs people appropriately to your location. Have adequate signage to direct members to briefing areas
- Check the seating arrangements to make sure it will work for your contest. Select seats for the Judges at the front of the room and place "Reserved" signs on them.
- Check that the registration table is set up and that someone mans the table with the sign-in sheets and a list of attendees in alphabetical order. Put out name tags and pens for visitors or members who forget their name badges. Have conference booklets/ programs for the conference/ contest ready in a convenient pile.
- Have the raffle prizes displayed on a separate table away from the registration area, to entice further ticket sales.
- Ensure the food table is set up, tea and coffee and water is available.
- Meet with the Chief Judge at least thirty minutes before the start of the contest. Go over the program from start to finish.
- Meet with the Contest Toastmasters and ensure they receive complete folders. Brief the Contest Toastmasters (unless you have previously done this by telephone).
- Make sure you have all of the necessary tools in place: lectern, gavel, trophies, certificates, banners, etc.

Either you, or the M.C. will also introduce the contests, using the *Introducing a Contest* script.

In the event that somebody challenges the standing of a contestant or Judge, it is up to you to discuss this with the Division/ District officials. Make sure you have verified this information before the start of the contest.

See Appendix 1 for a conference checklist.

After the contest:

Your event will need a “clean up” team to retain a clean venue in order to protect the name of Toastmasters International.

Provide the contact details (including Club number) for all contestants to the Chief Judge so he/ she can complete the *Notification of Contest Winner* (Item 1182) for each contest. Confirm that the Chief Judge gives this form to the Contest Chair of the next level. Names of the Division level place-getters go to the Lt. Governor Education and Training.

Send news releases (and photographs, if possible) to each winner’s community newspaper and if applicable, to their company publication.

Promptly pay all bills for the event.

See Appendix 1 for a conference checklist.

Chief Judge

Congratulations! You have been asked to be a Chief Judge at a contest! You are a vital aspect of a successful contest.

In the weeks before the contest:

Also refer to educational sessions titled: *Conducting Quality Speech Contests* (Item 218E) and *Speech Contest Judge's Training* (Item 1190A) from Toastmasters International website.

You are to appoint Judges (five for Club, unless impractical, five for Area level or equal representation from the Clubs composing the Area, seven for Division and District level or equal representation from the Areas/Divisions composing the Division or District, unless impractical),

two Timers and three Ballot Counters and up to two Sergeants-at-arms (depending on the contest). Also appoint an Assistant Chief Judge.

Criteria for Judges: to be members in good standing and except for Club contests, Judges shall be a Toastmasters member in good standing for a minimum of six months; and have completed a minimum of six speech projects in the *Competent Communication* manual. For Division and District contests, Judges may not be a member of any Club in which a contestant is a member. Judges at all levels shall remain anonymous when practical and shall not be competing, or intending to compete at any level of the contest which they are judging. All Judges will judge all contestants except the Chief Judge, who does not judge contestants.

- You are responsible for briefing all of the Judges, Timers, Ballot Counters and Sergeants-at-Arms. (Briefing of the Timers, Ballot Counters and Sergeants-at-Arms may be assigned to the Assistant Chief Judge for Area and Division contests.)
- Ensure contest officials know of times and expectations of attending briefing on the day of the contest
- You will also need to select a Tiebreaking Judge for each contest. Their identities should be known only by you.
- Judges will mark their Judge's Guide and Ballot after each contestant in the one minute of silence allotted. As soon as the applause for the previous speaker is complete, the Timer will start timing the one minute of silence. Watch for the red light as a signal to proceed to introduce the next speaker.
- Ensure you receive a copy of the program from the Contest Chair a couple of weeks before the event, and check that the time allowed for each segment is appropriate, e.g. the briefings of the Judges and officials and the number of contestants. This will ensure a smoothly run contest. Your registration is traditionally complimentary.
- Order/ download the following contest materials from World Headquarters as necessary:
 - *Time Record Sheet and Instructions for Timers* (Item 1175)
 - *Judge's Guide and Ballot* (Item 1172)
 - *Counter's Tally Sheet* (Item 1176)
 - *Tiebreaking Judge's Guide and Ballot* (Item 1188)
 - *Judge's Certification of Eligibility and Code of Ethics* (Item 1170) x number of Judges
 - *Speech Contest Rulebook* (Item 1171)
- You will also need to compile folders for Judges, and contest officials. See Appendix 5 for what to include in each folder.
- Read and make sure you understand the current Toastmaster *Speech Contest Rulebook*. Many of these rules pertain to you and how you brief your Judges and contest officials. The *Speech Contest Rulebook* over-rides any information which is in this guide.
- Find out who the Contest Toastmasters are so that you can work together to have a successful contest.
- Notify the officials of the time and place of the contest and pre-contest briefings. Allow ample time, e.g. two weeks for Club contest and six weeks for District.

Place-getter certificates for Area level and above are supplied by the Lt. Governor Education and Training.

In the few days before the contest:

- Make sure you talk with the Contest Chair and have him or her provide you with a list of contestants, their Club number, and their contact details. (You will need these at the conclusion of the contest). While the Contest Toastmaster will be dealing more with the contestants, members may come to you if there is a question regarding the eligibility of a contestant.
- Brief the Tiebreaking Judge. The Tiebreaking Judge gives you their ballot directly.
- Brief the Assistant Chief Judge as to how you want the contest officials briefed.
- Compile folders for Judges, Timers, Ballot Counters and Sergeants-at-Arms. See Appendix 5 for contents of folders.

On the day of the contest:

- Arrive early. You will need to meet with the Contest Chair to discuss the program and agenda of the day. Find out where you will conduct the Judges' briefing.
- Briefly meet the Contest Toastmasters and indicate where you will sit.
- The Tiebreaking Judge does not attend the Judges' briefing. They will give you their ballot directly.
- Conference Sergeant-at-Arms announces the Judges' briefing about five minutes before you are scheduled to meet and lets them know where you are meeting. See Appendix 3 for what to cover during your briefing.
- Provide Judges with a brief pre-contest orientation. Refer to *Conducting Quality Speech Contests* (Item 218E) and *Speech Contest Judging Training* (Item 1190A).
- Reserve seats for judges at the front of the contest room. Check judges seats have a good view of the speaking area
- Provide a stopwatch to the Timers.
- Oversee the process for ballot counting. Ensure that all ballots are counted twice to verify accuracy.
- Once the results have been tabulated and verified, inform the Contest Toastmaster of the results and place-getters names. Placegetters are to be announced in reverse order.

After the place-getters have been announced, destroy all ballots, Time Record Sheets and Counter's Tally Sheet.

Record the ranking of all contestants on the *Notification of Contest Winner* (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters. (Full contact details of contestants will be supplied by the Contest Chair).

In the Event of a Protest:

Protests can be only be lodged by a Judge or a contestant. Nobody else is eligible to lodge a protest. Protests shall be lodged with the Chief Judge and / or Contest Chair prior to the announcement of the winner and place getters.

If there is a protest, ascertain if it is based on eligibility or originality. If the protest concerns eligibility, notify the Contest Chair and work with him/ her to handle it according to the *Speech Contest Rulebook*.

Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing or referencing another person's content. Any quoted, paraphrased or referenced content must be so identified during the speech presentation. *Speech Contest Rulebook* 4D2.

If the protest is about originality, then convene all Judges with the contestant involved. The protest will be explained, the contestant is given the opportunity to respond to the judges, leaves and then you'll take a vote. A simple majority of the Judges is needed to either uphold or defeat the protest.

Their only defence is that they DID give credit to the material in question or that it is public domain material. The final decision about the protest is up to you, based on the contestant's explanation, so be sure to listen CLOSELY to all speeches, just in case!

See Appendix 3 for what the Chief Judge covers while briefing Judges.

Assistant Chief Judge

Your task is to brief and supervise the various contest officials, i.e. Timers, Ballot Counters and Sergeants-at-Arms, to ensure that they understand their role and have the required paperwork needed to complete their tasks.

Refer to educational sessions titled: *Conducting Quality Speech Contests* (Item 218E) and *Speech Contest Judges Training* (Item 1190A) from Toastmasters International website.

- Read the *Speech Contest Rulebook* to ensure you are familiar with the expected flow of events during the contest.
- Ensure you have enough *Time Record Sheets* (for each contest, highlight in colour the timing requirements in the instructions of the *Time Record Sheet*) and *Counter's Tally Sheets* for each contest.

On the day of the contest:

- Arrive early. Find out where you will conduct the briefing of the contest officials.
- Find an appropriate place for the timing lights to ensure the contestants can easily view them. Have coloured cards available as a back-up to the timing lights.
- Conference Sergeant-at-Arms announces the briefing time and location about five minutes before you are scheduled to meet. Ensure that all contest officials are briefed thoroughly. It is worth conducting briefing in order: Sergeants-at-Arms (then they can view the break-out room and work out their signal system), Timers (they can then ensure the timing lights are working and within view of all the contestants) and Ballot Counters.
- Help the Chief Judge and Ballot Counters to tally the votes if required.
See Appendix 4 for what the Assistant Chief Judge covers while briefing Timers, Ballot Counters and Sergeants-at-arms.
See Appendix 6 for grid of contest officials.

Judge

Also refer to educational sessions titled: *Conducting Quality Speech Contests* (Item 218E) and *Speech Contest Judges Training* (Item 1190A) from Toastmasters International website.

- Confirm that you are not or will not be competing at any level in the particular contest that you are judging, and that you meet eligibility requirements. *Speech Contest Rulebook*.
- To be a Judge at a Toastmasters speech contest, you must meet all eligibility requirements identified from *Speech Contest Rulebook*:
 - All Judges shall be members in good standing.

- All Judges at Area, Division, and District speech contests shall be a Toastmasters member in good standing for a minimum of six months and have completed a minimum of six speech projects in the *Competent Communication* manual.
- At Division and District contests, no Judge shall be a member of any Club in which a contestant is a member.

- Your task is to mark your *Judges' Guide and Ballot* after each contestant in the one minute of silence allotted, to choose a winner of each contest. As soon as the applause for the previous speaker is complete, the Timer will start timing the one minute of silence.
- Allocate points for each judging criterion to choose the winner of each contest. Place names of first, second and third place-getters on your ballot. Sign and print your name to ensure your ballot is valid.
- If one minute to mark your *Judge's Guide and Ballot* after each contestant is not sufficient, leave the adding up of the marks till after the last contestant. You will be given sufficient time to complete the ballot at that time.
- It is recommended that you view the online speech contest training materials: www.toastmasters.org/tlc.
- All Judges shall judge all contestants.
- Read the *Speech Contest Rulebook* to ensure you are familiar with the rules of the contest.
- Be familiar with the *Judge's Guide and Ballot* to understand the judging criteria for each contest.
- Judges are to sit close to the speaking area for full view of each contestant, and in case of an outside disturbance or malfunctioning technical system.
- Be on time for the briefing by the Chief Judge.
- On completion of the contest, fill in the ballot nominating first, second and third place-getters, remembering that no ties are permitted. Sign and print your name. Tear off the ballot, insert into envelope and hold high in the air to be collected by the Ballot Counters.
- A Judge's decision must remain confidential.
- Listen carefully and take notes during the speeches. Refer to your notes at the end after totalling, especially if you have a tie or very close scores.

Tiebreaking Judge

Your task is to mark your *Tiebreaking Judge's Guide and Ballot* after each contestant in the one minute of silence allotted. Only the Chief Judge is to know your identity. You will be briefed by the Chief Judge separately from the other Judges.

Every contestant is to be ranked numerically. Allocate points for each judging criterion to place every contestant. Give your ballot directly to the Chief Judge. In the event of a tie, your ballot will be used to break the tie.

As soon as the applause for the previous speaker is complete, the Timer will start timing the one minute of silence. If one minute to mark your *Tiebreaking Judge's Guide and Ballot* after each contestant is not sufficient, leave the adding up of the marks till after the last contestant. You will be given sufficient time to complete the ballot at that time.

In the event of a tie, only the tying position is affected. The contestant who ranks higher on the Tiebreaking Judge's ballot will be awarded the contested place; the other tying contestant(s) will be awarded the lower ranking(s) according to the Tiebreaking Judge's ballot.

No place higher than the tying position will be affected. For example, if the tie occurs in second place, the tying contestant ranking higher on the Tiebreaking Judge's ballot will be awarded second place. The other tying contestant will be awarded third place. First place is unaffected.

Contest Toastmaster

Congratulations! You have been asked to be a Contest Toastmaster at a contest! You will conduct the contest and introduce the contestants.

In the weeks before the contest:

- As Contest Toastmaster you are considered to be an educational session presenter and as such, not able to compete at any contest at this event. See *Speech Contest Rulebook* Section 2 Eligibility, 4 h).
- Become familiar with the *Introducing a Contest* script and plan a short opening to ease the audience into the contest, particularly if you are the Humorous Contest Toastmaster.
- Become familiar with both the *Contestant Briefing* script and *Contest Toastmaster* script relating to the contest for which you will be Toastmaster, i.e. Evaluation, Humorous Speech, International Speech or Table Topics contest.
- Find out from the Contest Chair who the Chief Judge is for the contest. The Contest Toastmaster and the Chief Judge work together for a smooth and successful speech contest.
- Ensure you have a list of the contestants from the Contest Chair before the contest.

- Read and become familiar with the current Toastmasters International *Speech Contest Rulebook*, which over-rides any information in this guide.
- Ensure you have blank copies of the *Certification of Eligibility and Originality* (Item 1183) and *Speech Contestant Profile* (Item 1189) in case contestants do not bring them along.
- Have a method of drawing for speaking position, e.g. playing cards.
- Plan a short opening to ease the audience into the contest.

On the Day of the contest – Before the contest:

- Dress suitably for your role in your choice of clothes and shoes.
- Arrive at the contest EARLY. Be ready for the work you need to do
- Consider reserving seats at the front of the room for contestants
- Make sure you have the certificates of participation for each contestant, and sign them.
- For Table Topics contest, make sure your folder contains an envelope which advises the subject of the Table Topics contest (chosen by the Contest Chair). Give the topic in exactly the same manner for each contestant.
- For Table Topics and Evaluation ensure you know the where-abouts of the Break-out Room.
- Know which direction the contestants will come from. Position the lectern in a suitable place.
- Meet your Chief Judge and ask him/ her where he/ she will be sitting.
- Ensure you know the speaking area to be used by the contestants; consult the Contest Chair if uncertain.
- It is suggested that you brief the contestants from within the speaking area.
- Brief the contestants, following the *Contestant Briefing* script.
- Collect *Certification of Eligibility and Originality* and *Speech Contestant Profile* forms from each contestant. Give the *Certification of Eligibility and Originality* forms to the Chief Judge.
- Present certificates and trophies in a ceremony to make the contestants proud.
- Practice handshaking with your right hand and giving the certificate with your left hand.
- Have two questions ready to interview the contestants when they come back on stage after the contest. You will have approximately one minute per contestant for the interview.

During the contest:

- Keep the contest on time!
- The M.C. will introduce you. Acknowledge your introduction and make your short opening remarks to open the contest.
- If you are Evaluation Contest Toastmaster, when introducing the test speaker, neither the manual project nor any objectives that the speaker may have shall be made known to the contestants, Judges or audience.
- During your introduction of the each contestant, pause while the audience applauds, then continue.
- Judges are given one minute of silence to mark their ballots between contestant speeches. As soon as the applause for the previous speaker is complete, the Timer will start timing the one minute of silence. Watch for the red light as a signal to proceed to introduce the next speaker.
- Ensure the final speaker also has one minute of silence before you instruct the Judges about their ballot collection.
- Follow the *Introducing a Contest* and *Contest Toastmaster* script.

Timers

Two Timers are required to ensure timing is conducted accurately. They are appointed by the Chief Judge. One is provided with a stopwatch, and the other with a signalling device. The signalling device must be in full view of each contestant, but not obvious to the audience. They may be given a folder with the *Time Record Sheet*.

The Timer with the stopwatch begins timing the speech with the first definite verbal or non-verbal communication with the audience. They maintain the written record of elapsed time of the speeches on the *Time Record Sheet*, and delivers it to the Chief Judge at the completion of the contest. Circle any entries on the *Time Record Sheet* where the contestant has spoken for a time which would bring disqualification.

The Timer managing the signalling device ensures that contestants are able to view an accurate green, yellow or red signal at appropriate times during the speech. The signalling device must be in full view of each contestant, but not obvious to the audience. The Evaluation, Humorous Speech, International Speech and Table Topics timing guidelines are different in each case, and are listed on the *Time Record Sheet*. No signal is given for overtime period.

Judges are given one minute of silence to mark their ballots between contestant speeches. As soon as the applause for the previous speaker is complete, you will start timing the one minute of silence. Using the red light, signal to the Contest Toastmaster that one minute of silence has elapsed.

If you are timing the Evaluation Test Speaker, signal the green light at five minutes, the yellow light at six minutes and the red light at seven minutes.

All information regarding the contest must remain confidential. The Chief Judge will destroy the *Time Record Sheets*.

If the list of place-getters is announced incorrectly, you, as well as Chief Judge or Ballot Counters, are permitted to immediately interrupt to correct the error.

Return folder to the Assistant Chief Judge at the end of the contest.

Ballot Counters

Three Ballot Counters are required to count the Judge's ballots and accurately compute place-getters for each contest. They are appointed by the Chief Judge and briefed by the Assistant Chief Judge.

Write the contestant speaking order on the *Counter's Tally Sheet* as the Contest Toastmaster announces them. At the conclusion of each contest, you will collect the sealed ballots from the Judges. The Judges, seated at the front of the room, will indicate when they are ready for their ballots to be collected by raising their envelopes. Ensure you have ballots from the correct number of Judges for your level of contest.

The counters will leave the room and tabulate the results of the contest on the *Counter's Tally Sheet*. Compute the points, by scoring three points for first place, two points for second place, and one point for third place. For a ballot to be valid, The Judge must have completed their name, signed and entered their choice for first, second and third place.

Counters will count all ballots twice to ensure accuracy. A recommended routine is for one counter to call the results from the ballots whilst another registers the points against Judges'/contestants' names, and then the counters reverse roles for a cross-check on the points tally. Point totals must be verified by all Ballot Counters. Contestants are then ranked on the bottom of the ballot according to number of points scored.

The Chief Judge will destroy the *Counter's Tally Sheet*.

All information regarding the contest must remain confidential.

If the list of place-getters is announced incorrectly, you, as well as the Chief Judge or Timers, are permitted to immediately interrupt to correct the error.

Sergeants-at-Arms

The Sergeant-at-Arms role is an important role which contributes to a successful contest. You are to manage the audience and contestants, to ensure a smooth event.

Ensure you have a program, a list of contestants, and note the speaking order when announced by the Contest Toastmaster.

The Assistant Chief Judge will instruct you on how to perform your duties, and may give you a folder to make notes in.

All Contests

Contestants are responsible for arranging their preferred setup of the lectern, microphone and any props before being introduced. Contestants may enlist you to help them, but it is not your responsibility.

If Contestants ask for your help, note down their requirements. Any setup would be done in the one minute of silence before being introduced and removal would be done in the one minute of silence before the next speaker is introduced.

Table Topics contest: Your task is to supervise Table Topics Contestants to ensure a smooth flowing contest.

There are two SAAs required for the Table Topics contest. When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the second SAA.

The second SAA will accompany the contestants to the break-out room so that they are out of earshot and receive no advance knowledge of the topic until the moment they are introduced. Remain with the Contestants until the final Contestant has been called.

The contest room SAA stays in the room and escorts each Contestant to as close to the speaking area as possible ready for their introduction. They will then signal for the next Contestant as soon as the previous Contestant has finished speaking.

You will need to know the whereabouts of the break-out room. Work out a signal system between the two SAAs to indicate when the next Contestant in speaking order can be escorted from the break-out room to the contest room.

Return folders to the Assistant Chief Judge at the end of the contest.

Evaluation contest: Your task is to supervise evaluation contestants to ensure a smooth flowing contest. There are two Sergeants-at-Arms required for the Evaluation contest. The first SAA will be the contest room SAA and wait at the door to call the next contestant forward as soon as the previous contestant has finished speaking. This person will also hand the contestant's notes to them when they are introduced as the next speaker.

The second SAA will accompany the contestants to supervise and time the five-minute writing session in the break-out room (after the test speaker has finished their speech and the Contest Toastmaster has advised the time of the speech). You will need to know the whereabouts of the break-out room. Work out a signal system between the two SAAs to indicate when the next contestant can be sent along from the break-out room to the contest room.

Ask the Evaluation contestants to be seated and wait until you give them notice to write their evaluations (once it is quiet and all are seated). Start timing once they start writing. At the four-minute mark, give them one minute's notice and at the five-minute mark, no further preparation is allowed. Collect the notes from each contestant, checking that their notes are named and in speaking order.

Ask the first Contestant to accompany you to the contest room door and hand all contestants' evaluation notes to the first SAA. Return to the break-out room to wait with the remaining contestants and escort each one in speaking order to the contest room.

The first SAA will hand each contestant their notes as their name is announced. When the first Contestant arrives in the contest room, escort them to as close to the speaking area as possible ready for their introduction. Hand them their notes. At the close of each evaluation, the first SAA signals the second SAA to send along the next contestant. Escort each Contestant to as close to the speaking area as possible ready for their introduction.

Council Meeting

At Area level contests and above, a Council meeting is usually held in conjunction with the contests, hence the term "conference".

As noted on page three, there is an educative aspect to both contests and conferences.

As an Area or Division Governor, you should give serious consideration to the high degree of educational merit to be displayed by holding an open Council Meeting at your annual conference. As well as demonstrating how business sessions should be run, there is evidence of openness and transparency in your management.

During their term, each Area Governor holds at least two Area Council Meetings (to include Area Governor, Assistant Area Governor Education and Training, Assistant Area Governor Marketing, Club Presidents, Vice Presidents Education and Vice Presidents Membership). One of these meetings can take place at the Area Conference. The Area Governor serves as the Area Council Chair. At Area Council Meetings, the Area Governor discusses each Club's plans and goals in the Distinguished Club Program and reviews attendance at Club leader training.

Each Division Governor holds at least two Division Council Meetings (to include Division Governor, Assistant Division Governor Education and Training, Assistant Division Governor Marketing and Area Governors) during their term. One of these meetings can take place at their Division Conference. The Division Governor serves as Division Council Chair. At Division Council Meetings, the Division Governor discusses each Area's and each Club's plans, goals, and progress in their Distinguished Club programs and any need for assistance. The Division

Governor reviews Club leader training plans and achievements at the Division Council Meetings.

Discussion of re-alignment (placement of Clubs to different Areas or Divisions) may be required at the Council Meeting if the Area/ Division has acquired or lost Clubs. Motions on Notice and any realignment proposals needs to be circulated to Clubs four weeks prior to the Council Meeting allowing time for them to consider and discuss the proposal prior to the meeting.

As Area or Division Governor, you will need the previous Council Meeting minutes, a financial statement or budget from your Treasurer, and invitations sent to your Area or Division Council members listed above (with two weeks' notice), requesting submission of a report.

If a council meeting is not held, consider having an open forum to discuss important items and significant events. Use the time to inform members of progress/ opportunities and issues within the clubs of the area/ division eg DCP, new clubs, realignment etc. discuss/ present Outstanding Toastmaster/ Encouragement awards.

If there are presentations to be made eg long service badges or member badges, ensure badges are out of their packets and ready to be buttoned on the recipient. Ensure badges are presented in a suitably honourable ceremony to make the recipient proud.

The M.C.

The M.C. is an important factor in the success of the conference. You will introduce each session presenter, control the timing of each session and add energy to the conference. You need to be able to handle unexpected events, have a mature nature, and understand the flow of the contests.

Spend time preparing for each session. You will need contact details for each Contest Toastmaster, to contact them to discuss the pronunciation of their preferred name, the way they would like to be introduced, and gather background information to use as part of the lead-in to their contest. You will need to know the protocol for introducing dignitaries invited to the conference, e.g. "Mister/ Madam District Governor".

You need to have a detailed (minute-by-minute) program guide, and will need to work with the Contest Chair to ensure that the conference will flow in an orderly manner. Ensure you have a way to bring people back to order or get attention, e.g. music, a bell or putting up your hand. You must be informed of all last-minute changes to the program.

Either you, or the Contest Chair will also introduce the contests, using the *Introducing a Contest* script.

Ensure your clothes and shoes are comfortable for the day.

Protocol

The following Toastmasters invited to officiate at contests/ conferences should be considered to be non-paying guests:

- Area Governor
- Division Governor
- District officer
- Chief Judge
- Guest speaker
- Test speaker

IMPORTANT: Details as to WHO IS TO PAY, or WHO IS NOT, should be made clear at the time of the invitation to ensure that no embarrassment occurs. These details must also be indicated to the official greeters of the guests at the conference and the people in charge of the registration table.

Visiting Toastmasters should be introduced early in the meeting, commencing with the highest ranking officer. Official visitors, e.g. District/ Division or Area Governors must be introduced to the meeting, participate in the program where possible, and should be welcomed and seated at the official table, if one is being used.

N.B. If an official visitor/ dignitary is also a contest Judge, introduce them ONLY in their official capacity. Do NOT mention that they are also judging.

VIP Sergeant-at-Arms

It is a good idea to have a Sergeant-at-Arms to specifically look after the Contest Chair, Chief Judge, Assistant Chief Judge, invited speakers, District officials, M.C., etc. Your tasks could include looking after the food, drink and equipment needs of the VIPs for the conference, e.g. ensuring the M.C. is brought lunch and a drink during the meal break, so they can get on with organisational tasks on the program, rather than wait in a queue.

The Conference Booklet

The conference/ contest booklet contains the program, names of contestants, (do not list any educational award levels or test speaker's name for the evaluation contest), mission statement and welcome message.

For an Area level contest, the conference booklet would also contain Area Council Meeting agenda, previous year's annual meeting minutes, current Treasurer's report, most recent Area Council Meeting minutes, Area Governor's report, Area budget, Club meeting times, Club reports from each President, overview of educational sessions, acknowledgment of sponsors, *Judge's Guide and Ballot* for each contest, floor plan, and flyer for the next level conference/ contest.

Area Governors: Approximately four weeks before the event, request that all Club Presidents write a report about their Club to include in the booklet, to allow enough time for submission of the reports before printing the booklet. Request Area Treasurers also submit a statement and report as well.

For a Division level contest, the conference booklet would also contain Division Council Meeting agenda, previous year’s annual meeting minutes, current Treasurer’s report, most recent Division Council Meeting minutes, Division Governor’s report, Division budget, Area Governor reports, overview of educational sessions, acknowledgment of sponsors, *Judge’s Guide and Ballot* for each contest, floor plan, and flyer for the next level conference/contest.

Division Governors: Approximately four weeks before the event, request that all Area Governors write a report about their Area to include in the booklet, to allow enough time for submission of the reports before printing the booklet. Request Division Treasurers also submit a statement and report as well.

The booklets can be printed free of charge by your local Member of Parliament. Call them up a week or two beforehand and explain that you are from Toastmasters, a not-for-profit organisation.



Formalities – who does what?

- Introduction of contests.....Contest Chair or M.C
- Introduction of Contest Toastmaster M.C.
- Recognition of helpers Contest Toastmaster
- Area announcements..... Area Governor
- Division announcements..... Division Governor
- District announcementsDistrict Representative
- Presentation of awards Contest Toastmaster

Various people have made significant contribution to your event. Have gifts and signed certificates of appreciation to say “thank you”. A gift of chocolates, wine, other edible/ drinkable products, a book or educational session materials (available from District 70 Supplies), make an appropriate acknowledgment for their efforts. An approximate budget for these gifts is \$10 each.

Raffle Master

If raffle tickets are to be sold, ensure the prizes are of good quality. The raffles are usually sourced from donations by small businesses or sponsors. If you've collected free gifts from business owners, make sure you write and thank them for their donation, and ensure you recognise these people in your program.

To take this one step further, you may also want to announce the business donor when you announce the winner of the raffle prize. This is advertising at its best!

It is suggested that the name of the person is written on the stub of the raffle ticket as purchased. Raffle prizes can be drawn and winners announced by name in a short session rather than draw each ticket one by one with the audience waiting.

After the event

Toastmasters always expect to be evaluated on all that they do - and an event should be no exception. You need to know what you did well, and areas that could be improved next time. You and the Chief Judge have worked closely on this conference, so encourage them to give you objective feedback on the entire event.

Also plan a debrief meeting within a fortnight after the conference for all committee members to reflect on what worked well and what could have worked better while it is still fresh in their memory. A debrief session is a review session. This is when you will learn most from any mistakes that were made. Give opportunity for each committee member to be open and honest about the organisation of the conference.

Remember to acknowledge yourselves for what went well, and for the hard work that went into your conference.

See appendix 7 for reports on contest/conference.

Send letters of thanks to people considered worthy of recognition e.g. M.C., venue liaison person.

If you have completed the necessary formalities for the *High Performance Leadership* award, ensure you follow the process through to completion.

Appendix 1: Conference Checklist

The Contest Chair (CC) can be the Club President or VPE, Area Governor, or Division Governor, LGET or any Toastmaster who is given this responsibility.

Please use as a guide and personalise to suit your conference.

Activity		Completed		
		Who	Date	Done
Create Conference Committee				✓
	Contact Club Presidents or Area Governors; invite to be member of team or send deputy	CC		
	Call first meeting; discuss dates, venues, timing, agenda, budget	CC		
	Decide on what Clubs are responsible for, e.g. contests, raffles, etc.	CC		
	Circulate minutes of meeting to all	Sec		
	Ask Clubs for email contact details for all members	Sec		
Venue Details				
1.	Confirm venue availability and facilities, e.g. screen, microphones, etc.	CC		
2.	Inspect and book/pay deposit			
3.	Confirm catering if venue providing			
4.	Note date for final numbers - need this to create RSVP date for flyer ,etc.			
5.	Confirm final numbers to venue by agreed date			
6.	View room, determine set-up/flow of conference, speaking area for contestants/ Governor/ Contest Chair/ Sergeant-at-Arms	CC		
Catering - if external				
7.	Confirm menu and prices, caterer name and contact details	CC		
8.	Note pick-up and payment details required			
Costing				
9.	Costing for conference prepared - allow for non-paying guests/Judges	admin		
10.	Have full-day and half-day prices			
Choose Chief Judge (CJ)		CC		
11.	Appoint Judges. Except for Club level, Judges must have completed at least six projects from <i>Competent Communication</i> manual	CJ		
12.	Appoint Tiebreaking Judge	CJ		
13.	Appoint Ballot Counters, Timers and Tiebreaking Judge	CJ		
14.	Appoint Assistant Chief Judge to brief Ballot Counters, Timers and Sergeants-at-Arms	CJ		
15.	Email role description documents to relevant members ie Assistant Chief Judge, Judge, Ballot Counter, Timer, SAA	CJ		
16.	Ensure contest officials know of briefing times and expectations for day of contest	CJ		
17.	Brief Judges	CJ		
18.	Provide a stopwatch and signalling device to Timers	CJ		
19.	When Judges confirmed/ agenda known, confirm details in writing	CJ		
20.	Make up folders for Chief Judge, Assistant Chief Judge, Judges,	CJ		

Activity		Completed		
		Who	Date	Done
	Tiebreaking Judge, Ballot Counters, Timers and Sergeants-at-Arms. See appendix 5 for list of folder contents			
Contest Toastmasters				
21.	Recruit a Contest Toastmaster for each contest	CC		
22.	Make up folders for Contest Toastmasters and ensure they understand their role. See appendix 5 for list of folder contents	CC		
23.	Email role description document to Contest Toastmasters	CC		
24.	Email scripts to Contest Toastmasters for them to become familiar with ie <i>Introducing a Contest</i> script, <i>Contestant Briefing</i> script and <i>Contest Toastmaster</i> script	CC		
Guest Speaker/Educational Session				
25.	Invite and confirm guest speaker/educational session presenter	CC		
26.	Invite and confirm test speaker for the Evaluation contest	CC		
Registrations				
27.	Determine who will be responsible for registrations. Brief them on costing details (full/half day, guests, payment methods), RSVP deadlines			
28.	Create sign-in sheets, listed alphabetically by either first or surname			
Marketing: Flyers, registration forms and formal agenda				
29.	Create marketing campaign of regular updates/ teasers/ info; create a feeling of excitement; theme; promote guest speaker as drawcard	admin		
30.	Create marketing flyer and send to all Clubs; post on District website	admin		
31.	Create and send registration form to all Clubs and contestants	admin		
32.	Create formal agenda for distribution to Clubs and contestants, Chief Judge and Contest Toastmasters	admin		
33.	Create conference booklet with reports from Council members	admin		
34.	Organise Club/ Area/ Division banners for display			
Contestants				
35.	Have <i>Speaker's Certification of Eligibility and Originality</i> forms – available from TI website (Item 1183)	CC		
36.	Write/ email contestants; congratulate; send <i>Speaker's Certification of Eligibility and Originality</i> forms and registration details and agenda	CC		
37.	Ensure contestants (and alternate contestants) know where and when contest will be held	CC		
38.	Verify eligibility of contestants by email to speechcontests@toastmasters.org	CC		
Council Meeting				
39.	Send Council members info on Council Meeting and proxy forms (at District convention only), plus their participation required, i.e. submit reports	sec		
40.	Determine Council Meeting time and format	CC		
41.	Invite/ work with Parliamentarian on Council Meeting procedure/ protocol	CC		
Raffles				
42.	Raffle team collects prizes	Raffle		
43.	Purchase raffle ticket books			
44.	Organise raffle ticket sellers on day			
45.	Display raffle prizes near registration desk to encourage more sales			
46.	Organise way of drawing raffle winners efficiently, rather than drawing			

Activity		Completed		
		Who	Date	Done
	one winner at a time from audience			
	Photographer; other helpers			
47.	Confirm photographer, videographer (if desired), contest Sergeant-at-Arms, audio/ visual Sergeant-at-Arms, registrars, calligrapher, audio visual/ sound system (if necessary), etc.	CC		
48.	Ensure photographer knows that photographs may not be taken during contests	CC		
49.	Create a dignitary list. (The test speaker is introduced only at the end of the Evaluation contest)	CC		
	Trophies and Certificates			
50.	Contact previous year's winners; remind to return perpetual trophies	CC		
51.	Choose and purchase trophies for four contests	CC		
52.	Place-getter certificates available from TI website (Clubs provide own)	LGET		
53.	Certificates of participation available from TI website(Clubs provide own)	LGET		
54.	Certificates of appreciation for Contest Toastmasters/ Judges/ test speaker, plus any others to thank	CC		
	Contest Forms			
55.	<i>Judges Guide and Ballot</i> for each contest per number of judges	CJ		
56.	<i>Tiebreaking Judges Guide and Ballot</i> for each contest	CJ		
57.	<i>Judges Eligibility and Code of Ethics</i> for each judge	CJ		
58.	<i>Time Record Sheet</i> available from TI website Item 1175	CJ		
59.	<i>Counter's Tally Sheet</i> available from TI website Item 1176	CJ		
60.	<i>Certificates of Participation</i> for each contestant			
61.	<i>Place getter certificates</i> for each contest			
	Gifts for Judges and Speakers			
62.	Purchase gifts - Judges, test speaker, guest presenter, M.C. Others: Conference Toastmasters, Conference Sergeant-at-Arms	CC		
	Printing			
63.	Organise by whom and how conference booklet will be printed (NB: your local MP will often use their allowance for community groups that need printing. On large runs, perhaps offer to provide ream of paper. Create booklet double-sided)	CC		
64.	Advise Club Presidents or Area Governors of report deadline for conference booklet	CC		
65.	Allow time for printing and collating of conference booklet			
66.	Print signs as needed, e.g. arrows, "Reserved", briefing areas. Laminate as considered necessary			
	Administration			
67.	Have run-sheet for the day of the conference, item-by-item, by person, by time allowed	CC		
	Day Before			
68.	Check all details with venue	CC		
69.	Check all details with team: Certificates of participation/ appreciation, trophies, dignitary list	CC		
70.	Check details with Chief Judge, folders for Judges and contest officials, timing lights, timing cards, stopwatch, participation and place-getter	CC		

Activity		Completed		
		Who	Date	Done
	certificates			
71.	Check, check and triple check all details; walk through in your mind step-by-step details of conference; jot notes on areas to check			
72.	Check registrars have sign-in sheet, know who pays, float, etc.			
73.	Have a contact phone list of speakers, Judges, guests, contest officials, Contest Toastmasters			
74.	Audio visual/ sound system (if necessary)			
On the Day				
75.	Arrive early for set up			
76.	Allow Contest Toastmaster and contest Sergeant-at-Arms to perform their roles and run the contest			
77.	Seating arrangement checked, signs in place, e.g. arrows, "Reserved", registration table set up (including pens, name tags or stickers), conference booklets			
78.	Club/ Area/ Division banners for display			
79.	Check lectern to be on the opposite side of the stage from where the contestants will enter, gavel			
80.	Focus on Area or Division Council Meeting - then enjoy rest of conference			



Appendix 2: Guide for Timing of Speech Contests

INTERNATIONAL and HUMOROUS SPEECH 5 - 7 MINUTES	Number of Contestants					
	3	4	5	6	7	8
Introduction by Contest Toastmaster	3	3	3	3	3	3
Introduce Contestants and presentations	24-27	32-35	40-45	48-51	56-59	64-67
Judges' markings	4-6	5-7	6-8	7-9	9-11	10-12
Collect Judges' ballots and depart	2	2	2	2	2	2
Contestants interviewed - 1 minute each	4-5	5-6	6-7	7-8	8-9	9-10
Total minimum minutes	37-43	47-53	57-65	67-73	78-84	88-94
SUGGESTED PROGRAM TIME ALLOWANCE	45	55	65	70	80	95
EVALUATION 2 - 3 MINUTES	Number of Contestants					
	3	4	5	6	7	8
Introduction by Contest Toastmaster	3	3	3	3	3	3
Introduction of test speaker and presentation	8	8	8	8	8	8
5 minute preparation	6	6	6	6	6	6
Introduce contestants and presentations	10-13	13-16	16-19	19-22	22-25	25-28
Judges' markings	4-6	5-7	6-8	7-8	8-9	9-10
Collect Judges' ballots and depart	2	2	2	2	2	2
Contestants interviewed - 1 minute each	4-5	5-6	6-7	7-8	8-9	9-10
Total minimum minutes	37-43	41-48	46-53	53-58	58-63	63-68
SUGGESTED PROGRAM TIME ALLOWANCE	45	50	55	60	65	70
TABLE TOPICS 2 MINUTES	Number of Contestants					
	3	4	5	6	7	8
Introduction by Contest Toastmaster and contestants departure	3	3	3	3	3	3
Presentations	7-8	9-10	11-12	13-14	17-18	20-21
Judges' markings	4-6	5-7	6-8	7-8	8-9	9-10
Collect Judges ballots and depart	2	2	2	2	2	2
Contestants interviewed - 1 minute each	4-5	5-6	6-7	7-8	8-9	9-10
Total minimum minutes	18-23	23-27	27-31	31-35	36-40	40-44
SUGGESTED PROGRAM TIME ALLOWANCE	25	30	35	40	45	45

Appendix 3: Chief Judge Briefing

Refer to educational sessions titled: *Conducting Quality Speech Contests* (Item 218E) and *Speech Contest Judge's Training* (Item 1190A) from Toastmasters International website, to thoroughly brief Judges.

What the Chief Judge covers during Judges' briefing:

- Review of the *Speech Contest Rulebook*
- Review and explanation of the *Judge's Guide and Ballot*
- Collection of completed *Judge's Certification of Eligibility and Code of Ethics* (Item 1170)
- Reminder that timing is not a judging criterion
- An admonition against bias of any kind
- Review the speaking area

The Judges' Briefing:

Thank you for taking on these responsibilities and for making these contests a success

- Ensure you are not competing in any contest in which you are judging
- At Division and District contests, ensure you are not a member of any Club in which a contestant is a member
- Judging should be based solely on this presentation. If you have heard this speaker at another contest prior to this date, treat it as if you are hearing the speech for the first time
- Focus on the judging criteria, content, delivery and language, as on the Judge's Guide
- It is the Timers' role to time the speech. If someone's speech was too long or too short, they will be disqualified based on the *Time Record Sheet*
- Judges are to sit close to the speaking area
- Judges' ballots are confidential
- You have one minute of silence after each contestant to mark your ballot. You will have sufficient time after the last contestant to complete your ballot
- Place your ballot in the envelope and hold up for the Ballot Counters to collect
- Only Judges and contestants can submit a protest. Any protest over the originality of a speech or eligibility of a speaker must be lodged with the Chief Judge, Contest Chair or Contest Toastmaster prior to the announcement of the place-getters
- Twenty-five percent or less of a speech may be devoted to quoting, paraphrasing or referencing another person's content. Any quoted, paraphrased or referenced content must be so identified during the speech presentation. (*Speech Contest Rulebook* 4D2)
- If a Judge lodges a protest based on originality or contestant eligibility, they can either tell you verbally when the ballots are collected, or write "protest" on their ballot
- Ballots are valid only with the signature and printed name of the Judge as well as names of first, second and third place-getters
- Dispose of the guides immediately after the contest, or give them to Chief Judge to dispose of them properly
- Check to see if any of the Judges need a pen or calculator
- Any questions?

Appendix 4: Assistant Chief Judge Briefing

Refer to educational sessions titled: *Conducting Quality Speech Contests* (Item 218E) and *Speech Contest Judge's Training* (Item 1190A) from Toastmasters International website, to thoroughly brief contest officials.

What the Assistant Chief Judge covers, briefing the Timers, Ballot Counters and Sergeants-at-Arms.

Briefing for Timers:

There are two Timers for each contest. One is provided with a stopwatch and the other with a signalling device that displays green, yellow and red colours and a set of coloured cards for use in the event of light failure.

Thank you for taking on these responsibilities and for making these contests a success

- Ensure that Timers have a *Time Record Sheet* for each contest
- *Time Record Sheets* may be given in a folder
- Check that there is a stop watch and a signalling device, and a set of coloured cards
- Discuss the instructions on the *Time Record Sheet*
- The Timer managing the signalling device ensures that contestants have full view of an accurate green, yellow or red signal at appropriate times during the speech, but is not obvious to the audience
- Brief the Timers on the timing of the speeches (listed on the *Time Record Sheet*) and operation of the lights
- If there is a contestant who is hearing impaired, the contestant can request a warning signal of their own choosing to be provided by them. Ensure you understand the signal system for the equivalent of green, yellow and red lights, e.g. bell or buzzer
- One Timer attends the briefing of contestants to ensure that the lights are working and all contestants can view them
- In the event of a technical failure of the signal or timing equipment, a speaker is allowed thirty seconds extra over-time before being disqualified. Use a second timing device as back-up, e.g. coloured cards
- Write the name of the contest at the top of the *Time Record Sheet*
- Write names of the contestants on the *Time Record Sheet* as the Contest Toastmaster announces them
- Timing starts with the first definite verbal or non-verbal communication with the audience
- No signal is given for overtime period
- Record accurately the time of each speech on the *Time Record Sheet*
- Circle any entries on the *Time Record Sheet* where the contestant has spoken for a time which would bring disqualification.
- Judges are given one minute of silence to mark their ballots between contestant speeches. As soon as the applause for the previous speaker is complete, you will start timing the one minute of silence. Using the red light, signal to the Contest Toastmaster that one minute of silence has elapsed
- The test speaker for the Evaluation Speech Contest will be presenting a five-to-seven minute speech and that lights should be green on five minutes, yellow on six minutes, red on seven minutes and remain on till the speaker finishes. At the end of the speech, advise the Contest Toastmaster of the time of the test speech. Simply say, "*Mr/Madam Toastmaster, the time of the speech is ... minutes ... seconds.*"
- When the contest is completed, hand the *Time Record Sheet* to the Chief Judge
- *Time Record Sheets* are considered confidential

- If the announcement of the place-getters is incorrect, you are able to interrupt immediately to correct the error
- Organise for the return of folders at the end of the contest

Briefing for Ballot Counters:

There are three Ballot Counters for each contest.

Thank you for taking on these responsibilities and for making these contests a success

- Discuss the instructions on the *Counter's Tally Sheet*
- Counter's Tally Sheets may be given in a folder
- Ensure you know how many judges are judging this level of contest and that Judges are seated at the front of the room
- Write the name of the contest at the top of the *Counter's Tally Sheet*
- Write the names of the contestants on the *Counter's Tally Sheet* as the Contest Toastmaster reads them out
- When each Judge finishes marking their ballot, they will put it in their envelope. Collect the envelope that each Judge holds up (with the exception of the Tiebreaking Judge who will give theirs to the Chief Judge)
- Leave the contest area and proceed with the Chief Judge to the counting area
- Ensure that each ballot is valid - with Judge's name and signature and three place-getters - no ties
- Use the *Counter's Tally Sheet* to tabulate the results of the contest
- Three points given for first place, two points for second place and one point for third place
- Ballot Counters will count all ballots twice to ensure accuracy
- One Ballot Counter reads out the results from the Judges' ballots and the other writes on the *Counter's Tally Sheet*, and adds the marks carefully
- Then the roles are reversed
- Point totals must be verified by all Ballot Counters
- Write the names of the first, second and third place-getters in the appropriate place on the *Counter's Tally Sheet* and then return to the Chief Judge along with the Judges' ballots
- The Chief Judge oversees the counting process and will destroy all ballot sheets
- Contest place-getters are announced in reverse order
- All ballots are considered confidential
- If the announcement of the place-getters is incorrect, you are permitted to immediately interrupt to correct the error
- Organise for the return of folders at the end of the contest

What happens if there is a tie?

The tiebreaking ballot was given directly to the Chief Judge who will open the envelope.

- The contestant who has been placed higher by the Tiebreaking Judge will be awarded the contested place
- The other tied contestant(s), (in order as ranked by the Tiebreaking Judge), will move to the next place(s)

- Please note that it does not matter where (over-all) the Tiebreaking Judge has placed the contestants - you simply choose the contestant who has been placed higher (of the tied contestants) on the Tiebreaking Judge's ballot

Briefing for Sergeants-at-arms:

Thank you for taking on these responsibilities and for making these contests a success

- It is suggested that you attend the contestant briefing.
- As contestants are responsible for arranging their preferred set-up of lectern/ microphone/ other equipment, they may ask for your help
- If asked, move equipment e.g. lectern quietly during one minute of silence after each contestant
- You are to manage the audience and contestants, ensuring the smooth running of the contest
- You may be given a folder to note down any requirements. Organise for the return of folders at the end of the contest

For Table Topics:

There are two Sergeants-at-Arms required

- One of the Sergeants-at-arms will be the contest room Sergeant-at-arms and wait at the door to call the next contestant forward as soon as the previous contestant has finished speaking
- The second Sergeant-at-arms will accompany the contestants to the break-out room so that they are out of earshot and remain with them until the final contestant has been called. You will need to know the whereabouts of the break-out room
- Work out a signal system between the two Sergeants-at-arms to indicate when the next contestant can be escorted from the break-out room to the contest room

For Evaluation:

There are two Sergeants-at-Arms required

- The test speaker presents their speech
- The first SAA will be the contest room SAA and wait at the door to call the next contestant forward as soon as the previous contestant has finished speaking. This person will also hand the contestant's notes to them when they are introduced as the next speaker
- The second SAA will accompany the contestants to the break-out room for the five-minute writing session (after the test speaker has finished their speech and the Timer has advised the time of the speech). You will need to know the whereabouts of the break-out room
- Ask the Evaluation contestants to be seated and to write their names on their evaluation notes, and wait until you give them notice to write their evaluations (once it

is quiet and all are seated). The SAA will start timing. At the four-minute mark, give the contestants one minute's notice and at the five-minute mark, collect each contestant's notes. Ask the first speaker to accompany you to the contest room door and hand all contestants' paperwork to the first SAA. Return to the break-out room

- Check that notes are names and in speaking order
- The first SAA will hand each contestant their notes as their name is announced
- Work out a signal system between the two SAA to indicate when the next contestant can be sent along from the break-out room to the contest room
- When the audience starts their applause (at the close of the evaluation), the first SAA signals the second SAA to send along the next contestant
- Escort the contestant as close to the speaking area as possible while they wait for their introduction



Appendix 5: Contents of Contest Folders

Who for?	What?	Who compiles?
Chief Judge	<ul style="list-style-type: none"> • <i>Speech Contest Rulebook</i>, current version • <i>Judge's Guide and Ballot</i> for each contest • Grid of contest officials and contestants • Conference booklet • Program • <i>Certificate of Eligibility and Originality</i> from each contestant • First, second and third place-getter certificates, signed by Contest Toastmaster • Envelopes and notepaper • List of contestants • <i>Notification of Contest Winner</i> for each contest 	Chief Judge
Assistant to the Chief Judge	<ul style="list-style-type: none"> • Grid of contest Officials and contestants • Duties and responsibilities of Assistant to the Chief Judge • <i>Speech Contest Rulebook</i>, current version • Conference booklet • Program • Note paper • List of contestants 	Chief Judge
Judges	<ul style="list-style-type: none"> • <i>Speech Contest Rulebook</i>, current version • <i>Judge's Guide and Ballot</i> forms for each contest • <i>Judge's Certification of Eligibility and Code of Ethics</i> (Item 1170) • Conference booklet • Program 	Chief Judge

	<ul style="list-style-type: none"> • Envelopes and notepaper • List of contestants 	
Tiebreaking Judge	<ul style="list-style-type: none"> • <i>Speech Contest Rulebook</i>, current version • <i>Tiebreaking Judge's Guide and Ballot</i> forms for each contest • <i>Judge's Certification of Eligibility and Code of Ethics</i> (Item 1170) • Conference booklet • Program • Envelopes and notepaper • List of contestants 	Chief Judge
M.C.	<ul style="list-style-type: none"> • Run-sheet for the day • Grid of contest officials and contestants • Conference booklet • Program • List of key visitors • <i>Introducing a Contest</i> script • List of Contest Toastmasters 	Contest Chair
Contest Toastmasters	<ul style="list-style-type: none"> • Two scripts: <i>Contestant Briefing</i> script, and <i>Contest Toastmaster</i> script • <i>Speech Contest Rulebook</i>, current version • Conference booklet with contestant names • Numbered cards for drawing speaking order • Certificates of participation for all contestants to be signed by you (given out at the end of the contest) • <i>Certificate of Eligibility and Originality</i> signed by each contestant, to be given to Chief Judge • <i>Speech Contestant Profile</i> from each contestant 	Contest Chair

	<ul style="list-style-type: none"> • Program • Grid of contest officials and contestants • List of contestants • Note: The Table Topics Toastmaster's folder will also contain an envelope, holding the topic subject you have chosen for the contest. (Check against the list of topics received from lower levels of contests held in the current year, to ensure that this topic has NOT previously been used.) The envelope should be sealed, with instructions on the front , <i>"For Your Eyes Only - to be opened after the contestants have been briefed"</i> 	
Conference Sergeant-at-arms	<ul style="list-style-type: none"> • Grid of contest officials and contestants • Conference booklet • Program 	Contest Chair
Contest Sergeants-at-arms	<ul style="list-style-type: none"> • List of contestants for each contest • Notepaper 	Chief Judge
Timers	<ul style="list-style-type: none"> • <i>Time Record Sheet</i> for each contest • List of contestants for each contest 	Chief Judge
Ballot Counters	<ul style="list-style-type: none"> • <i>Counter's Tally Sheet</i> for each contest • List of contestants 	Chief Judge

Appendix 6: Grid of Contest Officials

Conference Chief Judge:
 Assistant Chief Judge:

Contest Chair:
 Conference Sergeant-at-arms:

CONTEST	TOASTMASTER	BALLOT COUNTERS	TIMERS/SERGEANTS-AT-ARMS	CONTESTANTS	JUDGES
INTERNATIONAL SPEECH CONTEST 11.30 am	Timers: 1..... 2..... Sergeant-at-Arms:
EVALUATION CONTEST 1.30pm	Timers: 1..... 2..... Sergeants-at-Arms: 1..... 2.....
TABLE TOPICS CONTEST 4.00pm	Timers: 1..... 2..... Sergeants-at-Arms: 1..... 2.....
HUMOROUS SPEECH CONTEST 5.30pm	Timers: 1..... 2..... Sergeant-at-Arms:

Appendix 7: Feedback Reports

For completion by Chief Judge and Assistant Chief Judge:

REPORT ON AREA/ DIVISION CONFERENCE

This information is to be given to the Contest Chair of the event.

Was the conference well organised, e.g. timing, room layout, catering, banners, program, raffles. M.C., guest speaker, audio equipment?

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.....

Were there adequate/ satisfactory facilities provided for the contestants/ Judges?

.....
.....

Did you receive the complete Judges' folders?

.....
.....

Were there any concerns with judging?

.....
.....

Please comment on:

The program:.....
.....

Council Meeting:.....
.....

Protocol:.....
.....

Did the Contest Toastmasters perform well?

.....
.....

What aspects of the conference did you particularly like?

.....
.....

What are your suggestions for improvements?

.....
.....
.....

Do you have any other general comments?.....

.....
.....
.....
.....

.....(Please print)
Chief Judge

..... (Please print)
Assistant Chief Judge

.....
Area/ Division

.....
Date

TOASTMASTERS
INTERNATIONAL®

For completion by Contest Chair and team:

360 DEGREE REPORT ON AREA/ DIVISION CONFERENCE

This information is to be given to incoming Area/ Division Governor

What worked well?

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.....
.....

What didn't work so well?

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.....
.....

What was overlooked/ missed out?

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.....
.....

What impressed us about the day?

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.....
.....

What was disappointing about the day?

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.....
.....

What would we do differently if we ran another Conference?

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