

-Contest Briefings A-Z

Guide for Contestmasters and Judges

Speech contests involve planning and organization. One of the most important aspects of conducting a successful speech contest is in the preparation and briefing of the participants. Detailed planning, understanding the contest's rules and fair and informed judging will ensure contests that are fun for everyone. Responsibilities and briefing guidelines for Contestmasters and Judges are outlined in this guide to help make contests more successful.

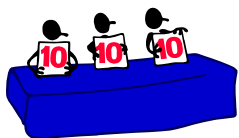
Responsibilities of Contestmaster:

- Define the agenda and program for the evening's contest
- Brief the Contestants and draw for speaking order just prior to the Contest
- Preside over the Contest
- Interview Contestants
- Announce the winners
- Delivers Bio forms and Eligibility forms to the next level

Responsibilities of Chief Judge:

- Appoints contest judges, counters, timers and a secret tiebreaking judge for the Contest
- Distributes an information package to each contest judge before the contest including:
 - List of Contestants
 - Judges Guide and Ballot (form 1172)
 - Contest Rules for the appropriate Contest (1171)
- Ensures working timing devices for the timers
- Acts as a chief counter and works with counters in tallying ballots
- Oversees the counting process, counting all ballots twice for accuracy
- Verifies Eligibility of each contestant, and gives bio information to the Contestmaster prior to the contest.
- Conducts the Briefing for the Judges, Timers, Counters
- Provides a final list of placement of all contestants to the Contestmaster for final awards

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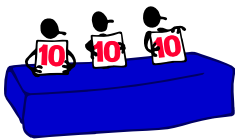
Briefings for Contestants

Contestmaster Responsibilities BRIEFING OUTLINE

Pre-Contest Briefing of Speakers:

- Verify all contestants are present
- Get correct pronunciation of names
- Draw for speaking order
- Review time for timing purposes. Review when the green, yellow and red lights will display and where the timing device is placed
- Review with contestants the rules of timing. Timing begins with the contestant's first definite verbal or non-verbal communication with the audience
- Review Speech Contest Rules with speakers per the rule booklet (1171)
- Acquaint the contestant with the speaking area, including lectern, lighting, mikes, and timing devices
- Remind contestants of interviews after the contest is over while awaiting the results
- Remind contestants of procedures for protest
- Allow contestants to ask any questions they may have prior to the contest
- Decisions of the judges are final, and once the announcements are made the decision is also final
- Ask contestants to remain for pictures after the awards if they are being taken

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Briefings for Judges, Timers, Counters Chief Judge Responsibilities BRIEFING OUTLINE

Pre-Contest Briefing of Judges, Timers, Counters

TIMERS:

- Provide the timers with a stopwatch, timing device or timing cards
- Allow timers to work the equipment prior to the contest to become familiar with any electronic devices in use
- Provide the timers with the times for each contest and instruct them how to display the lights for each time frame
- Provide timers with Time Record Sheets with the instructions for each contest's timing
- Answer any questions timers may have during the briefing

COUNTERS:

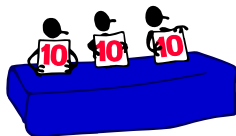
- Instruct Counters on procedures for collecting the ballots after each contest
- Counters will participate with Chief Judge overseeing the counting of the ballots
- All ballots will be counted twice for accuracy
- Results will be posted on a Counter's Tally Sheet (1176) which will be provided
- Unsigned ballots, ballots not specifically designating placing or without names of contestants are invalid and cannot be counted

JUDGES:

- Review Contest rules for each Speech Contest per rules booklet (1171)
- Review and explain judging forms
- Reminder not to consider timing as a judging criterion
- Reminder to judge without bias
- Review the procedures for filling out the ballot including the requirement for first, second and third placement of contestants
- Reminder to sign the ballots before submitting them to the counters
- Tiebreaker judge is instructed to rank all contestants numerically on the special ballot and submits their sealed ballot which will be counted only in the event of a tie
- Allow judges to ask questions during the briefing and clarify any points of concern

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MATERIALS LIST FOR CONTESTMASTERS AND JUDGES

Use Toastmaster's materials, contest manuals and rule books

Speech Contest Rulebook #1171

Speech Contest Manual #1173

Appropriate Ballots for Judges
Contest Time Record Sheet/Instructions for Timers #1175
Counter's Tally Sheet #1176
Speakers' Certification of Eligibility & Originality #1183
Speech Contestant Biographical Information #1189
Notification of Contest Winner #1182
Results Announcement Sheet
Agenda or Program with ballots for audience participation
Certificates of Participation for all Contestants
Certificates of Placement 1st, 2nd, 3rd for each Contest

Contest Tips to Remember:

Have Judges sit apart but near the speaking area
Results of Contests are always confidential
Protests can only be made by: Contestants or Judges
Protests can only be lodged with: Chief Judge or Contestmaster
Protests can only be based on: Eligibility or Originality
Contestmaster's intro: speaker's name, speech title, speaker's name
No speaker's designations are printed or announced
Always do a Contest Interview of Speakers while ballots are counted
Tie-breaking ballots are only used in the case of a tie
Announce only that a disqualification on time has occurred
Invite Area Governor, Division Governor or Sr. District Officers to assist with distribution of awards
Forward all pertinent information to the next contest level immediately
Plan, Prepare, Implement a good contest and have FUN!