



Club Speech Contests: 101

Presented at

Toastmasters Learning Institute

By

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Division F Governor



Agenda

- Speech contests at Toastmasters
- Contest format
- Contest roles duties
 - Contest Planner
 - Contest Master
 - Chief Judge
 - Other roles
- Appendix

Speech Contests in D84

■ Fall

- *Humorous Speech*
- *Evaluation*

■ Spring

- *International Speech* (only contest with speech requirement - minimum 6 speeches from basic manual)
- *Table Topics*





Successful Contests...

- Are well planned
- Contest Planner, Contest Master, and Chief Judge work together
- Have contestants



Contest Timelines

International Speech and Table Topics Contests

- Club level in February
- Area level in March
- Division level in April
- District level in May at Spring Conference
- Regional level in June at annual conference (Int'l speech only)
- International level in August at annual conference (Int'l speech only)

Humorous Speech and Speech Evaluation Contests

- Club level in August
- Area level in September
- Division level in October
- District level in November at Fall Conference



Contest Format

Evaluation Contest

- Test Speaker presents 5-7 minute speech
- All contestants hear the speech and are then escorted by the SAA to a separate room for 5 minutes to prepare their evaluation
- At the end of 5 minutes, the SAA takes every contestants' notes (except first contestant). Then hands them back as each goes in.
- Contestants are escorted back individually to present their 2-3 minute evaluation. Contestants who speak less than 1 minute 30 seconds or more than 3 minutes 30 seconds are disqualified.

Table Topics Contest

- All contestants leave the room except the first speaker
- All contestants are given the same topic of a general nature. The topic shall not require a detailed knowledge but should lead to an opinion or conclusion
- Speeches will be one - two minutes long. Contestants who speak less than one minute or more than 2 minutes 30 seconds are disqualified



Contest Format (Cont'd)

International Speech and Humorous Speech

- Speech prepared by presenter must be substantially original. For the Humorous contest, the speech must be thematic, not a monologue.
- Any appropriate subject
- Speeches will be 5-7 minutes. Contestants who speak less than four minutes 30 seconds or more than seven minutes 30 seconds will be disqualified.
- UNWRITTEN RULE: Winning International Speech contest speeches are Inspirational.

If any speech contest only has 1 contestant, conduct the contest. This serves two purposes:

1. Verifies that contestant speaks within time limits
2. Contestant gets practice for the next level



Contest Roles

- Contest Planner (generally VPE but can be someone else, i.e. CL #10)
- Contest Master (may be same as Planner)
- Chief Judge (may be same as Planner)
- Test Speaker (for Evaluation contest)
- Contestants
- Judges (3-5)
- 2 Timers
- 2 Ballot Counters
- 2 Sgt. At Arms
- Registration and Welcome (optional)
- Concessionaires (optional)

Assembling Contestants



- Encourage members to participate
- Too many contestants?
- No contestants?

Assembling Judges



Judges can be from...

Your Club

Other Clubs



Contest Planner (CP) Duties

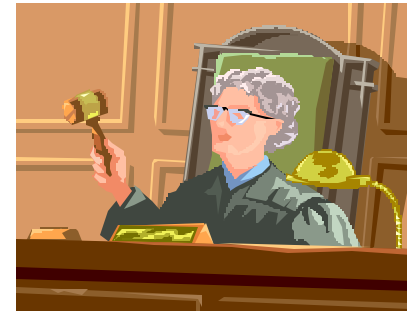
- Arrive early (at least 1 hour) – no excuses
- Plan all aspects of the contest
- Secure Contest Master (CM) and Chief Judge (CJ)
- Delegate duties as necessary
- See checklist for task list

Contest Master (CM) Duties

- Arrive early (at least 45 mins prior) – no excuses
- Conduct contestants briefing 15-30 minutes prior to start of contest. Be familiar with rules if contestant is not present for briefing.
- Be prepared to draw lots for speaking position
- Understand protest rules
- Help contest planner whenever possible
- Plan your introduction
- If a Table Topic contest, decide on the topic
- Conduct Timer briefing – 5 min
- Make the contest interesting!



Chief Judge (CJ) Duties



- Arrive early (at least 45 mins prior) – no excuses
- Secure judges and back-up judges
- Double check your supplies before leaving for contest
 - One folder for each judge - each folder contains all necessary forms plus an envelope
 - Folder with other forms
 - Copy of contest rules
- Understand tie-breaking rules
- Understand protest rules
- Help contest planner whenever possible
- Conduct judges briefing 15-30 minutes prior to start of contest
- Conduct ballot counters briefing – 5 min



Other Contest Roles Duties

- ARRIVE ON TIME!!!!
- Help contest planner whenever possible
- Know your role
- Arrive prepared
 - Timers bring pen and timing device as a backup
 - Test Speaker – prepare to present 5-7 minute speech
 - Speech Evaluation contestants bring paper and writing implement for evaluation notes.

Use the Checklists

- Contest Planner Checklist
- Contest Master Checklist
- Chief Judge Checklist
- Forms and Supplies



AFTER the contest



- Get contact information from winners
- Send announcement of winners and their contact info to Area Governor
- Advise winners of Area Contest Dates & locations
- Suggest winners go to Advanced Club for more practice and valuable feedback.



Lessons Learned

- Follow-up but don't micro-manage
- Order trophies early – need 3 weeks minimum for TI delivery
- Make sure all correct forms are obtained
- Trophies not ordered from TI cannot have the Toastmasters Logo or the words "Toastmasters International"
- Advise your club winners of dress code at next levels



For more info

- Order Speech contest packets from TI
- Contact your Area Governor
- Contact your Division Governor
- Contact the presenter:
 - Shari Cartwright, DTM
slcartwright@comcast.net
904-429-7243 or 904-465-6602



QUESTIONS??



Appendix

- Contest Planner Checklist
- Contest Master Checklist
- Chief Judge Checklist
- Forms and Supplies
- Sample Agenda/Program



Contest Planner Checklist

- Set contest date – August and February
- Order trophies (3-4 weeks in advance)
- Order contest forms & rules book
- Discuss with CM & CJ who will fill remaining roles (Typically CJ fills judges roles – 3-5 judges plus a tie-breaker judge)
- Secure contestants and ensure they have all pertinent information
- Make sure CJ has all forms necessary – may have to order
- Food is an option – new CL has project #6 for helping to plan a club contest. Good lure to get a volunteer to plan food.
- A week before, follow-up with CM, CJ, contestants, and other roles to ensure attendance
- Invite Division and Area Governors
- Create an Agenda:
 - Plan something as a filler while CJ and vote counters are tallying – i.e. next level contest
 - Plan introductions: dignitaries (if present) and your CM
- Create/buy certificates of appreciation for all contestants and roles. Buy good thick paper to print them or use certificate paper.
- Secure contest supplies – pens, 2 timing devices, timing lights, camera
- Send Notification of Contest Winners to the Area Governor (or email)
- Print fliers for next level contest and announce date
- Lectern and Gavel
- U.S. Flag and Club banner
- Take extra forms to contest in case CM or CJ forget theirs



Contest Master Checklist

- Double check your supplies before leaving for contest
 - Speaker's Eligibility forms
 - Copy of Speech Contest Rulebook
 - Contest script
 - Backup timing devices (optional), pens, etc.
- Devise something to draw lots (numbered poker chips, number slips of paper, etc).
- Contact contestants one week in advance to inform them of briefing time. Can also send them copy of eligibility form if desired.



Chief Judge Checklist

- Secure 3-5 Judges & a back-up judge
- Secure 2 Timers (optional – may be done by CM or CP)
- Secure 2 Vote Counters (optional – may be done by CM or CP)
- Meet with CM and CP to confirm any other duties
- Familiarize self with rules (including tie-breaking rules)
- Prepare folders for judges:
 - Correct contest ballots
 - 1 Envelope
 - Certificates of appreciation for judges
- Secure timing and vote counting sheets
- Contact judges, timers, and vote counters to finalize arrival time
- Create/prepare a sheet to complete and give to CM with winners



Forms & Supplies

- Judging ballots for each contest
 - International Speech Contest (No. 1172)
 - Humorous Speech Contest (No. 1191)
 - Table Topics Contest (No. 1180)
 - Evaluation Contest (No. 1179)
- Tie-breaker judging ballots for each contest
 - International Speech Contest (No. 1188)
 - Humorous Speech Contest (No. 1191A)
 - Table Topics Contest (No. 1180A)
 - Evaluation Contest (No. 1179A)
- Time Record Sheet (No. 1175)
- Counter's Tally Sheet (No. 1176)
- Speakers Certification of Eligibility & Originality (only for speeches, not necessary for Table Topics and Evaluation) (No. 1183)
- Notification of Contest Winner (No. 1182)
- Speech Contest Rulebook (No. 1171)
- Timing lights and color coded cards (for backup in event the lights malfunction)
- 2 Timing devices