

AREA and DIVISION CONTEST GUIDE

Questions to ask yourself before you start:

How many people must I accommodate?

What day of the week should the contest be held? (weekday v. weekend day)

What time should the contest start and end? (allow approx. 2 1/2 hours)

What tentative dates should be targeted before securing a location?

Have any other contests been scheduled?

Are there any conflicts, i.e., holidays, football games, etc.

Whom will I select to be my Contest Chair and Chief Judge?

Contest Location

Begin looking as early as possible

Consider:

Schools

Churches

Libraries

University

Employers

Free or nominal cost

Can accommodate the size of your audience

Accessible to everyone

Centrally located

Does it have adequate parking?

View the room prior to contest!

Prepare and distribute a Contest flier

Prepare as soon as location/date are confirmed

Include:

Contest Name (Area or Division) and Categories

Contest location and directions

Parking location

Date and Time

"Hook" (Why should I go?)

Graphics

Contact name/number

Distribute/Post:

Area/Division clubs (within and outside Area/Division)

Toastmasters Area/District meetings

Bulletin boards

Website

AREA and DIVISION CONTEST GUIDE

Set a Budget:

Allow approximately \$100 for:

- Fliers/Programs
- Trophies (approx. \$10/ea.)
- Refreshments
- Postage
- Gifts

Possible \$\$\$ sources:

- Admission to contest
- Club contributions

Recruit your contest staff:

- Contest Chair
- Toastmaster
- Chief Judge
- 5-10 Judges including 1 Tie-breaker (from outside of Area/Division)
- 2 Sergeants at Arms (preferably 1 male/1 female)
- 3 Ballot Counters
- 2 Timekeepers
- Camerman (optional)
- Sound man (if you will be using microphones)
- Refreshment Host(ess) (including cleanup, if necessary)

Order your trophies/certificates:

Order:

- As soon as date/time is confirmed (allow 3 weeks)
- Order from Toastmasters International OR
- Use a source with TM logo rights (ex.: Plaques Plus)

Trophies:

- 2 (first and second places) per contest depending on number of contestants (see official rules)

Trophy plates should include:

- Area/Division
- Date
- Contest name
- TM Logo (if ordered through TI)

Certificates:

- Contest Participants
- Judges

AREA and DIVISION CONTEST GUIDE

Program:

Obtain samples from past contests, if possible

Include:

- Area/Division
- Date
- Contest names
- Contestants
- Agenda
- Area/District Officers
- Club Names
- Contest staff (don't include judges who remain anonymous)
- TM Logo

Equipment:

Beg, borrow or steal from Clubs:

- Lectern
- Microphone (if necessary)
- Microphone backup (if necessary)
- Stopwatch
- Stopwatch backup
- Timer lights
- Timer backup
- Flag(s)
- Area/Division Banner
- Speaking Order Numbers
- Sound system (if necessary for Lip Sync Contest)
- Sound system backup
- Extension cords
- Video camera (optional)
- Forms (ballots, eligibility, etc.)
- Copy of official contest rules

Before the contest:

Call/mail reminders:

- Contestants (include forms/rules if mailing)
- Alternates
- Contest staff

Read the rules (so **someone** will know what's going on!)

AREA and DIVISION CONTEST GUIDE

Refreshments (optional):

Drinks:

- Coffee (cream and sugar)

- Tea

- Sodas

- Punch

Refreshments:

- Cookies

- Cheese/crackers

Coffee pot

Ice

Napkins

Glasses/cups

Spoons or stirrers

Garbage bags

Forms (found in contest packet):

Contestants:

- Speaker's Certification of Eligibility and Originality

- Bio sheets (optional)

Judges:

- Ballots

- Rules

Timekeepers:

- Time record sheet

Ballot Counters:

- Tally sheets

Notification of Contest Winners

After the contest:

Thank you's to contest staff

Mail Notification of Contest Winners form to next level Contest Chair

Don't forget:

Table Topic Contest question

Contestant interview questions

Small gifts for Contest Chair, Toastmaster and Chief Judge

Breathe!