

# Quality Speech Contests and Quality Judging

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## Contest Chair's One-Page Instruction Sheet for staging a Fair, By-the-Book Contest

1. Get the official Toastmasters Contest Packet. For Club Contests, the packet can be ordered from TI by the Club Treasurer or any other Club Officer. The District supplies for Area, Division, and District Contests.
2. Select a date and location.
3. Recruit Contestants for your Club Contest. Contestants must be members in Good Standing, meaning currently paid up on their dues. (FYI - for the International Speech Contest, members *also* must have completed six projects from the Basic Manual, but for all other contests, members must simply be in Good Standing.)
4. Recruit a Toastmaster, a Chief Judge, three ballot counters, two timekeepers, and two Sergeants-at-Arms, and inform all of these role players of their duties. Send the official Contest Script (found on the District 55 website <http://tmd55.org/contests.shtml#Reference> under Contests) to the Toastmaster and the role players. The script outlines all role player duties and procedures. Follow the script to the letter.
5. Recruit judges or ensure that the Chief Judge recruits judges. All judges shall be members in Good Standing.
  - Club Contest: You will need at least five judges plus one tie-breaker judge, as far as practical.
  - Area Contest: You will need at least five judges (or equal representation from the Clubs composing the Area) plus one tie-breaker judge. Judges must have completed six projects from the CC manual.
  - Division or District Contest: You will need at least seven judges (or equal representation from the Areas composing the Division) plus one tie-breaker judge. Judges must have completed six projects from the CC manual.
6. Remind (or ensure that someone else reminds) Contestants, Role Players, and Judges about the contest two days before the contest, and tell them where and when to arrive. Send a link or map if you can, and your cell number.
7. Bring (or ensure that someone else brings) the following to the contest:
  - Certificates of Eligibility for contestants to complete (from the TI Contest Packet) if not already complete
  - Ballots for judges (from the TI Contest Packet)
  - Timekeeper Sheets and Vote Tally Sheets (from the TI Contest packet)
  - Stopwatches for timers and Timing lights or Green/Yellow/Red cards that contestants can see
  - Slips of paper or other mechanism for contestants to draw for order
  - Programs (see simple example on next page)
8. Brief (or have the Toastmaster brief) the Contestants. (See Pages 8 and 16, TI Speech Contest Rulebook). Go over the speaking area, time limits, timing device location, and procedure for objections. Complete and/or collect certificates of eligibility, if not already done. Draw for contestant order.
9. Ensure that the Chief Judge briefs the judges by reviewing the ballot and judging criteria.
10. Notify the next-level Contest Chair of the results when the contest is over.

First and foremost: your contest must be done fairly, by the rule book rules. Your contest may include certificates for speakers and role players, trophies for winners, gifts for role players, programs, decorations, and refreshments. Let your budget, your time limitations, and your club/area/division traditions be your guides.