

# AREA / DIVISION CONTEST EVALUATION

AREA / DIVISION	DIRECTOR'S NAME	ATTENDANCE	DATE	CONTEST START TIME				
				Excellent	Adequate	Must Improve		
1. Overall participation level from the clubs in the Area / Division				5	4	3	2	1
Number of clubs/areas participating								
2. Contest room / facility large enough for the audience				5	4	3	2	1
3. Briefing rooms / areas adequate				5	4	3	2	1
4. Contest room supplies in order – banners, flags, timing devices, lights, gavel, etc.				5	4	3	2	1
5. Was a lectern available for the Toastmaster and Contestants who might request one?					Y		N	
6. Lighting adequate for speaking area				5	4	3	2	1
7. Speaking area adequate for the size of the room (speakers easily seen, etc.)?				5	4	3	2	1
8. Were the Awards prominently displayed before the Doors Open time?					Y		N	
9. Refreshments for contest appropriate for time of day, sufficient quantity, etc.				5	4	3	2	1
10. Adequate acoustics or sound system				5	4	3	2	1
11. Climate control: not too hot or too cold				5	4	3	2	1
12. Enough Judges and Contest Officials to conform to Speech Contest Rules				5	4	3	2	1
13. Was the eligibility of both Contestants and Judges confirmed before the contest?					Y		N	
14. Program Agenda lists Contestants, order of events, Clubs or Areas represented, etc. (NO Test Speaker name, Judges' names or Contestant education levels)				5	4	3	2	1
15. Were the Chief Judge, Contest Chair, Toastmaster, and Presiding Officer prepared?					Y		N	
16. Did Contest Officials follow the Speech Contest Rules?					Y		N	
17. Was a current Speech Contest Rulebook available for reference?					Y		N	
18. Did the Contest Briefings start on time?					Y		N	
19. Were all of the Contest Officials at the Briefings on time?					Y		N	
20. Did the Contest start on time?					Y		N	
21. Were the District-provided scripts for the Toastmaster, Presiding Officer and Briefings used?					Y		N	
22. Were the timing lights / cards easily within Contestants' view?					Y		N	
23. Did the Contest allow sufficient time for District business including announcements?					Y		N	
24. Were dignitary introductions done in the correct order and include office, and level for DTMs?					Y		N	
25. Were speaker introductions done correctly (i.e. Name, Title, Title, Name)?					Y		N	
26. Were Contestant interviews done after the completion of all contests?					Y		N	
27. Were Certificates and/or gifts for Contestants and Contest Officials handed out?					Y		N	
28. Were announcements done quickly and efficiently?					Y		N	
29. Was the audience clearly made aware of the next levels of competition?					Y		N	
30. Was the announcement of winners the <b>VERY LAST</b> item of the event?					Y		N	

**OVERALL CONTEST EVALUATION** 5   4   3   2   1

COMMENTS & SUGGESTIONS FOR IMPROVEMENT \_\_\_\_\_

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Contest Chair \_\_\_\_\_ Chief Judge \_\_\_\_\_ Toastmaster \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_

# AREA / DIVISION CONTEST EVALUATION

## Lessons Learned Meeting Notes

What went well \_\_\_\_\_

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What could have gone better \_\_\_\_\_

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Suggested Improvements \_\_\_\_\_

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Other comments \_\_\_\_\_

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