

# How to Organize a Speech Contest in 6 Weeks

Schedule (sorted by Start date)		Week	Week	Week	Week	Week	Week	Week	Week
Task	Owner	-6	-5	-4	-3	-2	-1	0	+1
Select Contest Chair	VP Education	S F							
Obtain Budget approval from Club Officers	Contest Chair	S F							
Create To-do/checklist/timetable (use this as a guide)	Contest Chair		SF						
Set date, time, and place. Hold contest in place of a regular meeting	Contest Chair		SF						
Read ref. documents - <a href="http://www.tmd55.org/info-for-contest-organizers.html">http://www.tmd55.org/info-for-contest-organizers.html</a>	Contest Chair		S F						
Select Chief Judge	Contest Chair		S F						
Select Awards Owner	Contest Chair		S F						
Select Refreshments Owner	Contest Chair		S F						
Invite Toastmaster Dignitaries and Guests	Contest Chair		S x	x F					
Order and receive or download contest materials from TI	Contest Chair		S	x x	x F				
Recruit and select judges. Network / trade with other clubs	Chief Judge		S	x x	x F				
Promote the club contest with enthusiasm and optimism	Contest Chair		S	x x	x x	x x	x F		
Create a draft agenda	Contest Chair				SF				
Train Chief Judge if necessary, and review tasks and ownership	Contest Chair				SF				
Meet with Chief Judge to review tasks and ownership	Contest Chair				SF				
Select Toastmaster	Contest Chair				S x	F			
Create a flier	Contest Chair					SF			
Meet with Awards owner to plan gifts, awards, and trophies	Contest Chair					SF			
Select Test Speaker (Evaluation Contest). Network with other clubs	Contest Chair				S	F			
Select Sergeants-at-Arms	Contest Chair				S	F			
Select Check-in / Registration chair	Contest Chair				S	F			
Select Ballot Counters	Chief Judge				S	F			
Select Timers	Chief Judge				S	F			
Confirm judge eligibility. Find new judges as needed	Chief Judge				S	x x	F		

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Confirm contestant eligibility with TI	Contest Chair				S	x	F		
Order blank certificates	Awards Owner				S	x	F		
Order and receive or make trophies and gifts	Awards Owner				S	x	x	F	
Notify Contestants of Contest details; send rulebook and forms	Contest Chair						SF		
Notify Contest Officials of Contest details (date, time, place)	Chief Judge					SF			
Plan the Contestant briefing (use on-line script)	Contest Chair					S	F		
Plan the Chief Judge briefing (use on-line script)	Chief Judge					S	F		
Meet with the Refreshments owner to plan the refreshments	Contest Chair					S	F		
Train judges if necessary	Chief Judge					S	x	F	
Personalize on-line Toastmaster Script	Toastmaster					S	x	F	
Organize forms and awards into folders by person	Contest Chair						S	F	
Create/print/copy Agenda/Program document	Contest Chair						S	F	
Personalize certificates	Awards Owner						S	F	
Plan for miscellaneous items (e.g. stop watches). Materials tab	Contest Chair						S	F	
Reminder to Contestants	Contest Chair						SF	SF	
Reminder to Contest Officials	Chief Judge						SF	SF	
Purchase and bring refreshments	Refresh Owner						S	x	F
Prepare for your role as presiding officer (use on-line script)	Contest Chair							SF	
Brief the tie-breaking judge	Chief Judge							SF	

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Bring materials - folders, forms, etc. to the contest	Contest Chair							SF	
Bring materials - folders, forms, etc. to the contest	Chief Judge							SF	
Show up 45 minutes early. Set up the room	Contest Chair							SF	
Find replacements if necessary	Contest Chair							SF	
Check in attendees using the dignitary list and sign in sheet	Regis Chair							SF	
Provide speaking area to the Chief Judge	Contest Chair							SF	
Conduct Chief Judge Briefing	Chief Judge							SF	
Conduct Contest Chair Briefing	Contest Chair							SF	
Provide Eligibility and Originality forms to the Chief Judge	Contest Chair							SF	
Give filled out dignitary list to Contest Chair	Regis Chair							SF	
Call meeting to order, pledge and invocation, introductions	Contest Chair							SF	
Introduce Toastmaster	Contest Chair							SF	
Make mandatory announcements	Toastmaster							SF	
Introduce Contestants, call for silence after speeches	Toastmaster							SF	
Interview Contestants	Toastmaster							SF	
Pick up Time Record Sheets, Tiebreaker ballot. Oversee ballot counting	Chief Judge							SF	
Handle Eligibility protests	Contest Chair							SF	
Handle Originality protests	Chief Judge							SF	
Fill out Winner Announcement script, noting disqualification types	Chief Judge							SF	
Fill out Winner Certificates	Chief Judge							SF	
Make announcements, thank yous, announce awards, adjourn	Contest Chair							SF	
Fill out Notification of Winners form.	Chief Judge							SF	
Submit Contest results and contestant forms to next level Contest Chair	Contest Chair							S	F
Have a team member fill out Project #10 evaluation in your CL manual	Contest Chair							S	x F
Write Thank-Yous to your team	Contest Chair							S	F
Write Thank-Yous to contest officials	Chief Judge							S	F
Celebrate having a well planned, organized, and executed contest!	Contest Chair								SF

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Have total confidence in yourself and your ability to pull this off									
Commit to and envision a successful contest									
Stay focused and organized									
Meet with / encourage your team. Over-communicate and be certain									
Be unwilling to compromise on what you need. Be consistent and firm									
Be flexible as you get closer to the contest date (1 week out)									
Re-confirm assignments / materials. Over-communicate and be certain									
<b>Legend</b>									
Start of task		S							
Finish of task		F							
Continuation of task		x							