



Club Speech Contest Training

District 55

December 1, 2018

Agenda

- Speech Contest Benefits
- Role of Club Officers & Chair(s)
- Speech Contest Planning & Execution
- Contest Rules



Question 1

What are the benefits of Speech Contests?



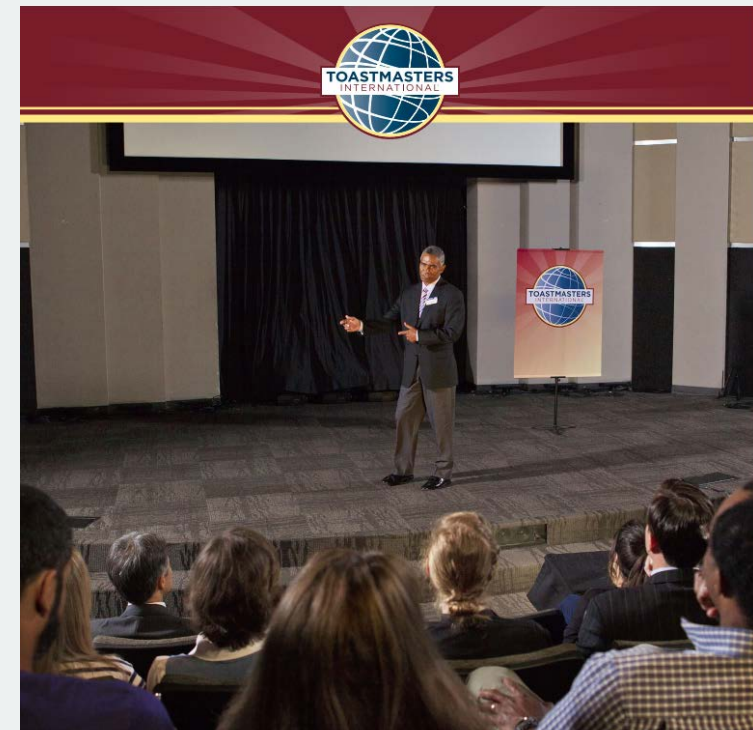
Speech Contest Benefits

- Contestants: experience and growth in competitive setting
- Audience: education and entertainment
- Clubs: showcase for membership building
- District Officers: opportunity to participate beyond Club
- Organizers: leadership skill development opportunity
- Toastmasters: Public Relations



Role of Club Officers

- Be knowledgeable
- Resource for contests
- Recruit and train a team



Question 2

What makes a quality speech contest?





High Quality Contest

Quality Elements:

- Trained, coached, experienced staff
- Well planned and promoted event
- Abides by official rules
- Interesting speeches
- Suitable location
- Contest evaluation





Question 3

What can Club Officers do to help prepare successful speech contests?





Club Officers Can Help

- Plan the Contest budget and publicity
- Answer questions about eligibility and rules
- Inform judges, timers, and counters of their duties
- Schedule contests and awards ceremony with Area Contest schedules in mind
- Organize resources and a logistics committee to help
- Choose fair and impartial judges
- Know and abide by contest rules





District Direction

- All key role players experienced
- All judges trained
- ▶ Area and Division Directors can provide training and active mentoring if prior 2 quality elements are not met





Role Player Experience

Key Roles

Contest Chair

Chief Judge

Judge

Toastmaster

Experience

6 speeches or 2 Pathways Levels

Club before Area

Area before Division

Division before District





Judge Training

- ▶ Judge training at District sponsored events

<https://www.toastmasters.org/resources/speech-contest-judges-training>

- ▶ TI on-line videos:

<http://www.tmd55.org/speech-contest-training.html>

- ▶ Speech Contest Tutorial:

- When You're the Judge
- The Judge's Guide and Ballot

<https://www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials>



SPEECH CONTEST
JUDGES TRAINING

Presenter's Guide





Questions 4 & 5

What should the contest Chair get for all contestants?

Certificates of participation



What should the contest Chair get for Contest winners?

Trophies



Contest Planning

- ▶ Planning Guides
- ▶ Budget
- ▶ Scripts
- ▶ Contest Forms
- ▶ Agendas
- ▶ Promoting Contests

<http://www.tmd55.org/contests.html>



Question 6

From where should the contest Chair get items for Contestants and Contest winners?

Download Certificates from TI Website
Purchase medals/trophies if affordable



Contest Planning Guidelines

- ▶ Tmd55.org – Events; Calendar & Contests:
 - Resources for Contest Organizers
 - Planning Documents
 - Scripts
 - Forms and Templates
 - Contest Training



<http://www.tmd55.org/contests.html>

Contest Scripts

▶ Meeting Scripts:

- Presiding Officer
- Toastmaster: One for each type of Contest
- Briefing Scripts
 - Contest Chair for Contestants & SAAs
 - Chief Judge for contest officials

**USE THE
SCRIPTS!**

Contest Forms

▶ What to bring to Contest:

- Appropriate Judges Guide and Ballot: Regular & Tie-Breaking
- Judge's Certification of Eligibility
- Time Record Sheet
- Ballot Counter's Tally Sheet
- Speaker's Certification of Eligibility and Originality
- Contestant Biographical Information
- Certificates of Participation
- Certificates for 1st, 2nd, and 3rd place
- Contest Winner Announcement Script
- Notification of Contest Winner

Question 7

May Clubs, Areas, Divisions, or Districts produce Toastmasters awards for contestants and winners?

If Toastmasters logo or the words are used, the awards must be purchased from TI; otherwise it is a trademark violation



Contest Material/Supplies

▶ What to bring to Contest:

- Club banner
- Lectern
- Gavel
- Flag
- Trophies/medals/Certificates
- Contest Rulebook
- Thank you's
- Name tags (optional)
- Refreshments (optional)

Questions 8, 9 & 10

What types of speech contests are officially recognized by Toastmasters?

International, Evaluation, Humorous, Table Topics & Tall Tales

Which type of contest must a district hold?

International Speech Contest

How many additional contests may a district hold?

Three



Contest Types

Two Types:

- International Speech Contest (mandatory & only one to advance to International level)
 - International Speech Contest Kit
<https://www.toastmasters.org/resources/international-speech-contest-kit>

- Tall Tales
 - Tall Tales Speech Contest Kit
<https://www.toastmasters.org/resources/tall-tales-speech-contest-kit>

Contest Types (Cont'd)

Other Contest types in future

- Evaluation
- Humorous Speech
- Table Topics™



Contest Agenda

- ▶ Club Name
- ▶ Date/Time/Place
- ▶ Types of Contests
- ▶ TI Logo
- ▶ Contestant and Role Player Names
- ▶ Plug for Area and Division Contests and District Conference



Contest Agenda (Cont'd)

- ▶ Do NOT include:
 - Judges' names
 - Education level of contestants
 - Test Speaker's name or speech title



Contest Promotion

Club visits

- Invite other club members to attend your contest
- Recruit judges

Fliers

- Create one with a theme
- Distribute it to your community

club website and social media

- Post Contest flier on your Club website
- Promote via Facebook, Twitter, LinkedIn, etc.

Contest Flier

Include:

- Attention-getter (theme, food, etc.)
- Name of Club
- Contact name, email/phone
- Date/time/place/building/Room
- Types of Contests
- Map/directions
- Security information
- Parking information
- TI Logo



Contest Rules

- Read the Speech Contest Rulebook: Rules and Checklists
- Officers, Contest Chairs, Chief Judges, Contestants
- Downloadable from TI website
- Send to Contestants link to the rulebook 2 weeks ahead of the Contest



Question 11

When should the contest chair notify contestants of the time and place of the contest and pre-contest briefing?

2 to 6 weeks before the Contest



Question 12

What two events should a contestant attend before the contest begins?

Contestant's Briefing and Speaker's Rehearsal



Contestant & Judge Eligibility

Confirming Contestant & Judge Eligibility:

<https://www.toastmasters.org/speech-contest-eligibility-checker>

speechcontests@toastmasters.org

Phone: (720) 439-5050 ask for Member Services

Question 13

What should a chief judge do to prepare contest judges for their role?



How to Prepare Judges

- Select contest judges carefully (experienced & preferably from other clubs)
- Ensure judges are aware of contest rules, procedures, responsibilities and duties
- Conduct judge's briefing before every contest
- Review Judge's Guide and Ballot
- Discuss bias and fairness
- Review the rules
- Direct judges to online training resources

www.toastmasters.org/speechcontestFAQ

www.toastmasters.org/tlc



Rules – How Many Judges?

Guidelines to Increase Fairness:

Club: 5 judges (unless impractical) + tie breaking judge

Area: 5 judges (outside of Area or equal representation from clubs in Area) + tie breaking judge

Division: 7 judges (outside division) + tie breaking judge

District: 2 judges per contestant or numbers above, whichever is higher + tie breaking judge

Judges Training

To help define and refine a
speech Contest judging skills

<https://www.toastmasters.org/resources/speech-contest-judges-training>



SPEECH CONTEST
JUDGES TRAINING

Presenter's Guide



Questions 14-15

Where should the chief judge tell the contest judges to sit?

Close to the contest area and not next to contestants

Why should the contest judges sit there?

In case of outside disturbance or malfunctioning technical system and to avoid having contestants look over the ballots



Rules – Other Role Players?

Ballot Counters – 3

Time Keepers – 2

- One runs watch and fills out form (2 watches)
- The other operates timing signals
 - Be sure signals are visible to contestants

Sergeant-at-Arms – 1 per door and **1** for props
(if Evaluation & Table Topics contests **2** escorts)

There is nothing wrong with having more than required number(s)

Rules – Notification of Winners

Selection Sequence (pg. 7-8):

“Should a Club contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.”

This means Chief Judge will rank-order ALL qualified contestants on Notification of Winners form, not just top 2

Question 16

What does the chief judge give to the contest chair during the contest?

A list showing placement of all contestants



Speech Contest Elements

**What are the elements of a
SPEECH CONTEST?**



Speech Contest Elements

Room/Place

Room Control

Program/Agenda

Contest Team

Meeting Control

Speeches/Speakers

Chief Judge /Judges

Contestant Interviews

Awards/Presentation

Lots of Applause

Refreshments

Sergeants-at-Arms

Notification/Promotion/Flier

Dignitaries

Presiding Officer/Contest Chair

Toastmaster

Timers/Ballot Counters

Certificates

Thank-you's for helpers

Audience

Contest Evaluation

- Contest Evaluator assigned for Contest
- Short, lessons learned meeting held at conclusion of contest with Contest Chair, Chief Judge, Toastmaster, and Contest Evaluator
- Evaluation to be sent to Contest Chair before event, or downloaded via this link
http://www.tmd55.org/uploads/1/1/9/1/11914028/contest_evaluation_form_v06a.pdf
 - To be used as guide by organizers

Call to Action

- Read and adhere to official rules
- Use resources on D55 and TI websites
- Take on-line Judge training and/or attend training session(s) if available
- Abide by District directions on training and experience when selecting key role players
- Mentor/coach/assist role players and Contest organizers
- Promote contests!
- Use District scripts!
- Communicate and follow-up

Follow-Up

For a follow-up email with links to this presentation, handouts, and other Documents, sign in.

If you have any questions or comments, contact Program Quality Director at d55pqd@tmd55.org

Resources

- tmd55.org – Events, Contests – Info for Contest Organizers
- Toastmasters International Website
 - Search for “Digital Content Speech Contests”
 - Search for “Judge Training”

Conclusion



Speech
Contest
Benefits



Role of Club
Officers



Speech
Contest
Planning/
Execution &
Rules

**Contact Program Quality Director
if you have any questions at**

d55pqd@tmd55.org



Club Speech Contest Training

Toastmasters: Where
Leaders Are Made!