

# How to Organize a Club Speech Contest in 6 Weeks

Task List (sorted by due date)		2/4/2014		Put contest date in cell V1	
Task	Owner	Due Date	wks	Done?	Comments
Select Contest Chair	VP Education	12/24/2013	6		
Obtain Budget approval from Club Officers	Contest Chair	12/24/2013	6		
Create To-do/checklist/timetable (use this as a guide)	Contest Chair	12/31/2013	5		
Set date, time, and place. Hold contest in place of a regular meeting	Contest Chair	12/31/2013	5		
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	1/3/2014	4.5		
Select Chief Judge	Contest Chair	1/3/2014	4.5		
Select Awards Owner	Contest Chair	1/3/2014	4.5		
Select Refreshments Owner	Contest Chair	1/3/2014	4.5		
Promote the club contest with enthusiasm and optimism	Contest Chair	1/7/2014	4		
Create a draft agenda	Contest Chair	1/7/2014	4		
Train Chief Judge if necessary, and review tasks and ownership	Contest Chair	1/7/2014	4		
Meet with Chief Judge to review tasks and ownership	Contest Chair	1/7/2014	4		
Invite Toastmaster Dignitaries and Guests	Contest Chair	1/10/2014	3.5		
Create a flier	Contest Chair	1/10/2014	3.5		
Meet with Awards owner to plan gifts, awards, and trophies	Contest Chair	1/10/2014	3.5		
Select Toastmaster	Contest Chair	1/14/2014	3		
Select Test Speaker (Evaluation Contest). Network with other clubs	Contest Chair	1/14/2014	3		
Select Sergeants-at-Arms	Contest Chair	1/14/2014	3		
Select Check-in / Registration chair	Contest Chair	1/14/2014	3		
Select Ballot Counters	Chief Judge	1/14/2014	3		
Select Timers	Chief Judge	1/14/2014	3		
Order and receive or download contest materials from TI	Contest Chair	1/17/2014	2.5		
Recruit and select judges. Network / trade with other clubs	Chief Judge	1/17/2014	2.5		
Notify Contestants of Contest details; send rulebook and forms	Contest Chair	1/17/2014	2.5		
Notify Contest Officials of Contest details (date, time, place)	Chief Judge	1/17/2014	2.5		
Confirm judge eligibility. Find new judges as needed	Chief Judge	1/21/2014	2		
Confirm contestant eligibility with TI	Contest Chair	1/21/2014	2		
Order blank certificates	Awards Owner	1/21/2014	2		
Order and receive or make trophies and gifts	Awards Owner	1/24/2014	1.5		
Plan the Contestant briefing (use on-line script)	Contest Chair	1/24/2014	1.5		
Plan the Chief Judge briefing (use on-line script)	Chief Judge	1/24/2014	1.5		
Meet with the Refreshments owner to plan the refreshments	Contest Chair	1/24/2014	1.5		
Train judges if necessary	Chief Judge	1/28/2014	1		
Personalize on-line Toastmaster Script	Toastmaster	1/28/2014	1		
Organize forms and awards into folders by person	Contest Chair	1/28/2014	1		

# How to Organize a Club Speech Contest in 6 Weeks

Task	Owner	Due Date	wks	Done?	Comments
Create/print/copy Agenda/Program document	Contest Chair	1/28/2014	1		
Personalize certificates	Awards Owner	1/28/2014	1		
Plan for miscellaneous items (e.g. stop watches). Materials tab	Contest Chair	1/28/2014	1		
Reminder to Contestants	Contest Chair	1/31/2014	0.5		
Reminder to Contest Officials	Chief Judge	1/31/2014	0.5		
Prepare for your role as presiding officer	Contest Chair	1/31/2014	0.5		
Brief the tie-breaking judge	Chief Judge	1/31/2014	0.5		
Purchase and bring refreshments	Refresh Owner	2/4/2014	0		
Bring materials - folders, forms, etc. to the contest	Contest Chair	2/4/2014	0		
Bring materials - folders, forms, etc. to the contest	Chief Judge	2/4/2014	0		
Show up 45 minutes early. Set up the room	Contest Chair	2/4/2014	0		
Find replacements if necessary	Contest Chair	2/4/2014	0		
Check in attendees using the dignitary list and sign in sheet	Regis Chair	2/4/2014	0		
Provide speaking area to the Chief Judge	Contest Chair	2/4/2014	0		
Conduct Chief Judge Briefing	Chief Judge	2/4/2014	0		
Conduct Contest Chair Briefing	Contest Chair	2/4/2014	0		
Provide Eligibility and Originality forms to the Chief Judge	Contest Chair	2/4/2014	0		
Give filled out dignitary list to Contest Chair	Regis Chair	2/4/2014	0		
Call meeting to order, pledge and invocation, guest introductions	Contest Chair	2/4/2014	0		
Introduce Toastmaster	Contest Chair	2/4/2014	0		
Make mandatory announcements	Toastmaster	2/4/2014	0		
Introduce Contestants, call for silence after speeches	Toastmaster	2/4/2014	0		
Interview Contestants	Toastmaster	2/4/2014	0		
Pick up Time Record Sheets, Tiebreaker ballot. Oversee ballot counting	Chief Judge	2/4/2014	0		
Handle Eligibility protests	Contest Chair	2/4/2014	0		
Handle Originality protests	Chief Judge	2/4/2014	0		
Fill out Winner Announcement script, noting disqualification types	Chief Judge	2/4/2014	0		
Fill out Winner Certificates	Chief Judge	2/4/2014	0		
Make announcements, thank yous, announce awards, adjourn	Contest Chair	2/4/2014	0		
Fill out Notification of Winners form	Chief Judge	2/4/2014	0		
Submit Contest results and contestant forms to Area Contest Owner	Contest Chair	2/8/2014	-0.5		
Have a team member fill out Project #10 evaluation in your CL manual	Contest Chair	2/11/2014	-1		
Write Thank-Yous to your team	Contest Chair	2/11/2014	-1		
Write Thank-Yous to contest officials	Chief Judge	2/11/2014	-1		
Celebrate having a well planned, organized, and executed contest!	Contest Chair	2/11/2014	-1		