Letter to prospective judges

Hi <Their Name>,

I am soliciting judge candidates for the <Name of the contest event> being held on <Day>, <Date> at <Location>. Briefings begin at <time>, contest will conclude at <time>. If you are interested and willing to serve as a judge, please fill out the questionnaire below and return it to me in the next few days. If you have any questions or comments, please feel free to contact me.

Thanks, <Your name>

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**Questionnaire**

What is your cell phone number? Mine is <Your cell number>.

What clubs are you a member of?

What is the highest level of competition that you have judged in the past five years? (Club, Area, Division, District, Regional, Semi-final, International)

Please review the latest [Rulebook](https://www.toastmasters.org/-/media/files/department-documents/speech-contests-documents/1171-speech-contest-rulebook-2019.ashx). Feel free to contact me if you have any rule questions.

Have you attended a judge training workshop in the last five years?

Have you viewed the one hour on-line [judge training video](http://youtu.be/c7892aDpvI8) on the District 55 website? If you have not attended a judge training workshop, I do ask you to watch this video before the contest.

(Ask the next three questions for contests above the club level.)

Are you currently a contestant or potential contestant? Once you judge an Area level or higher speech contest this season, you are no longer eligible to compete this contest season.

What is your current education level? If not at least a Competent Communicator (CC), have you given at least six speeches in the CC manual?

Have you been a member for at least six months?

(Last Question)

Are you a member of a club with any of the following contestants? Do you think you can judge these contestants fairly?

<List of contestants. List at least the winner and runner-up for each of the lower level contests. Going down to the third place winners is not a bad idea.>