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| **2 Months Before** |  |  |
|  | Arrange for Date & Place |  |
|  | Date: | XX/XX/XXXX |
|  | Place: | ??????????? |
|  | Briefing Start: | XX:XX |
|  | Contest Start: | XX:XX |
|  |  |  |
|  | Print and read current Contest Rulebook |  |
|  |  |  |
|  | Ask for Volunteer/Confirm - Contest Chair | ??????????? |
|  | If no Contest Chair, the duties/planning default to: |  |
|  | Club: VPE |  |
|  | Area: Area Governor |  |
|  | Division: Division Governor |  |
|  | District: LGET |  |
|  |  |  |
|  | Ask for Volunteers/Confirm - Judges |  |
|  | Minimums: | ??????????? |
|  | 5 for Club & Area | ??????????? |
|  | 7 for Division and District | ??????????? |
|  |  | ??????????? |
|  | Suggest getting volunteers from outside Area/Div. | ??????????? |
|  | If not, you need equal representation. | ??????????? |
|  |  | ??????????? |
|  | Suggest you get an additional Tie Breaking Judge | ??????????? (Tie Breaker) |
|  |  |  |
| **1 Month Before** |  |  |
|  | Ask for Volunteers/Confirm: | ??????????? |
|  | – Contest Master | ??????????? |
|  | – Chief Judge | ??????????? |
|  | -Invocator (optional) | ??????????? |
|  | -Pattern Speaker (Evaluation Contest Only) | ??????????? |
|  | -Timer | ??????????? |
|  | -Timer | ??????????? |
|  | -Ballot Counter | ??????????? |
|  | -Ballot Counter | ??????????? |
|  | -Ballot Counter | ??????????? |
|  | -SAA | ??????????? |
|  | -SAA | ??????????? |
|  |  |  |
|  | Order Trophies (if applicable) |  |
|  |  |  |
|  | Print Contest Forms ( [www.Dist8TM.org](http://www.Dist8TM.org) ) |  |
|  | -Contest Rule Book - 1 |  |
|  | -Biographical Info Sheet -15 |  |
|  | -Certification of Eligibility - 15 |  |
|  | -Judges Certification Forms - 7 |  |
|  | -Judging Ballots (as appropriate) |  |
|  | International Speech -7 |  |
|  | Evaluation - 7 |  |
|  | Humorous Speech - 7 |  |
|  | Table Topics -7 |  |

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|  | Print Contest Forms ( [www.Dist8TM.org](http://www.Dist8TM.org) ) - Continued |  |
|  | -Tie Breaking Judge Ballot (as appropriate) |  |
|  | International Speech -1 |  |
|  | Evaluation - 1 |  |
|  | Humorous Speech - 1 |  |
|  | Table Topics - 1 |  |
|  | -Timing Record Sheets - 2 |  |
|  | -Ballot Counter Tally Sheet – 2 |  |
|  | -1st,2nd,3rd Place Certificates (as appropriate) |  |
|  | International Speech |  |
|  | Evaluation |  |
|  | Humorous Speech |  |
|  | Table Topics |  |
|  | -Certificates of Appreciation - 20 |  |
|  | -Certificates of Speech Participation - 15 |  |
|  | -Notification of Contest Winners - 2 |  |
|  |  |  |
| **2 Weeks Before** |  |  |
|  | Confirm winners from previous level (if applicable) | ??????????? |
|  |  | ??????????? |
|  |  | ??????????? |
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|  | Create Contest Program/Agenda |  |
|  | -Print enough copies for your contest |  |
|  | -Send a copy to the Contest Master & Chief Judge |  |
|  |  |  |
|  | Send Bio & Eligibility Forms out to Contestants & Judges |  |
|  | (Send Link. Ask for them to bring the forms to the contest) |  |
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|  | Send reminder out to contestants and functionaries |  |

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| **1 Week Before** |  |  |
|  | Create Contest Master Folder |  |
|  | This folder should include: |  |
|  | -Completed Certificates of Appreciation |  |
|  | For all functionaries, except the Judges |  |
|  | -Completed Certificates of Participation |  |
|  | -Completed Contestant’s Bio Forms |  |
|  | -Completed Pattern Speaker Bio  (Evaluation Contest Only) |  |
|  | -Cards/Numbers to draw for speaking order |  |
|  | -Briefing Script and Agenda/Program |  |
|  |  |  |
|  | Create Chief Judge Folder |  |
|  | This folder should include: |  |
|  | -A folder for each Judge including: |  |
|  | A Judge’s Ballot for each Contest |  |
|  | A Judge’s Certification Form |  |
|  | An envelope to dispose of the top portion of  Ballot |  |
|  | -Briefing Script and Agenda/Program |  |
|  | -Completed Certificates of Appreciation for Judges |  |
|  | -Timers Sheets |  |
|  | -Ballot Counters Sheets |  |
|  | -Notification of Winner Sheets |  |
|  |  |  |
|  | Create Extra Form Folder |  |
|  | It is great to have all the Appreciation and  Participation forms filled out prior to the day of the  contest. Things happen and participants change at  the last minute. |  |
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|  | Arrange for Food/Drink (as appropriate) |  |
|  |  |  |
| **Day of Contest** |  |  |
|  | Arrive early |  |
|  | Allow at least 30 mins. to get things organized |  |
|  | -Make any adjustments to room set-up |  |
|  | -Set out food & drink (as needed) |  |
|  | -Set out trophies, banners and flag (as needed) |  |
|  | -Set out programs/agendas |  |
|  | -Check off contestants & functionaries as they arrive |  |
|  | -Make necessary changes to Appreciation &  Participation certificates |  |
|  | -Check with Contest Master & Chief Judge to see if  they need anything |  |
|  | -Give Contest Master & Chief Judge their folders |  |
|  | -Help Contest Master list out Dignitaries in room  (Introduction should be at the end of the contest) |  |

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|  | **Contest Master** |  |
|  | -Briefs the Contestants & SAA’s |  |
|  | Suggest using the Briefing Script on the District  Site. ( [www.Dist8tm.org](http://www.Dist8tm.org) ) |  |
|  | -Review speech criteria |  |
|  | -Determine Speaking Order |  |
|  | -Review Bio Sheets |  |
|  | Check Speech Titles |  |
|  | Check the pronunciation and spelling of names |  |
|  | -Review Pattern Speaker Bio Sheet (Evaluation  Contest Only) |  |
|  | -Cover Speaking Area |  |
|  | -Review and practice the use of the microphone (if  needed) |  |
|  | -Determine which SAA will escort the T/T or Eval  Contests out and where |  |
|  |  |  |
|  | **Chief Judge** |  |
|  | -Brief the Judges, Timers & Ballot Counters |  |
|  | -Handout timing forms to Timers |  |
|  | Explain duties and excuse them from the briefing |  |
|  | -Handout ballot counting forms to Ballot Counters |  |
|  | Explain duties and excuse them from the briefing |  |
|  | -Handout Judges folders |  |
|  | -Handout/Verify the completion of the Judge’s  Certification |  |
|  | -Handout Certificates of Appreciation to Judges |  |
|  | Timers and Ballot Counters will receive theirs  latter |  |
|  | -Review Judging Ballots |  |
|  | The 2 parts of the ballot |  |
|  | The Judges Code of Ethics |  |
|  | Have Judges Sign and Print their names on Ballot |  |
|  | -Explain the process including the envelope |  |
|  | -The Chief Judge is responsible for collecting the Tie  Breaker Ballot (it is only used if needed) |  |
|  | -The Chief Judge is responsible for collecting the  Timer’s sheet |  |
|  |  |  |
| **The Contest** |  |  |
|  | -SAA opens the contest and introduces the Invocator  (if applicable) |  |
|  | -Invocator presents invocation and leads Pledge of   Allegiance (only if there is a flag in the room) |  |
|  | -Invocator turns contest back to the SAA |  |
|  | If no invocator, SAA leads Pledge of Allegiance |  |
|  | -The SAA introduces: |  |
|  | Club President – Club level |  |
|  | Area Governor – Area Level |  |
|  | Division Governor – Division level |  |
|  | LGET – District level |  |
|  | -The respective Governor introduces the Contest  Master |  |

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|  | **Contest Master:** |  |
|  | -Calls the first contest to order |  |
|  | Late contestants are disqualified |  |
|  | -Ask that all mobile devices are turned off or to  vibrate |  |
|  | -Explain that no photographs are aloud during the  speeches |  |
|  | -Ask the Timers to read appropriate timing  paragraph and show the timing device(s) |  |
|  | -Explain the 1 minute of silence for the Judges |  |
|  | -Explain any other special timing constraints  (Evaluation Contest – 5 min note rule) |  |
|  | -Explain the policy of leaving or entering the room  during a speech |  |
|  | -Ask the Chief Judges if the Judges have been  briefed |  |
|  |  |  |
|  | **Chief Judge:** |  |
|  | States that; “The Judges have been briefed and or  ready to serve” |  |
|  |  |  |
|  | **Contest Master: (Evaluation Contest)** |  |
|  | -Announce the speaking area |  |
|  | -Announce the speaking order |  |
|  | Announce any spelling changes |  |
|  | Spell long names |  |
|  | -Introduce the Pattern Speaker |  |
|  | Name, Title, Title, Name |  |
|  | -After Pattern Speech: |  |
|  | Ask the SAA to escort all Evaluation Contestants  out of the room |  |
|  | Ask Timers to time a 5 minute period |  |
|  | Give time to the contestants to reach holding  area |  |
|  | -Interview Pattern Speaker |  |
|  | -Ask SAA to Collect all contestants notes and bring  the first contest in. |  |
|  | The SAA should give each contestant their notes  as they are brought into the room |  |
|  | -Introduce Evaluation Contestant: |  |
|  | Name, Name |  |
|  | After Evaluation and applause: |  |
|  | Ask Timers for 1 minute of silence |  |
|  | SAA should bring next Contestant into room  during this time (repeat as necessary) |  |
|  | Remind audience to remain silent while the  judges complete their ballots |  |
|  | -Ask Judges to hold up their ballots so that the Ballot  Counters can collect them |  |
|  | Once the ballots have been collect and the Counting  team is out of the room: |  |
|  | Lead another round of applause for the  contestants |  |
|  | Call for a break–include return time(if applicable) |  |
|  | **Contest Master: (Table Topics)** |  |
|  | -Announce the speaking area |  |
|  | -Announce the speaking order |  |
|  | Announce any spelling changes |  |
|  | Spell long names |  |
|  | Ask the SAA to escort all Table Topics  Contestants out of the room, except the 1st  Contestant |  |
|  | -Introduce Table Topics Contestant: |  |
|  | Name, Question, Question, Name |  |
|  | After speech and applause: |  |
|  | Ask Timers for 1 minute of silence |  |
|  | SAA should bring next Contestant into room  during this time (repeat as necessary) |  |
|  | Remind audience to remain silent while the  judges complete their ballots |  |
|  | -Ask Judges to hold up their ballots so that the Ballot  Counters can collect them |  |
|  | Once the ballots have been collect and the Counting  team is out of the room: |  |
|  | Lead another round of applause for the  contestants |  |
|  | Call for a break–include return time(if applicable) |  |
|  |  |  |
|  | **Contest Master: (Humorous & International Contest)** |  |
|  | -Announce the speaking area |  |
|  | -Announce the speaking order |  |
|  | Announce any spelling changes |  |
|  | Spell long names |  |
|  | -Introduce the Contestant |  |
|  | Name, Title, Title, Name |  |
|  | After speech and applause: |  |
|  | Ask Timers for 1 minute of silence |  |
|  | **Repeat as necessary** |  |
|  | Remind audience to remain silent while the  judges complete their ballots |  |
|  | -Ask Judges to hold up their ballots so that the Ballot  Counters can collect them |  |
|  | Once the ballots have been collect and the Counting  team is out of the room: |  |
|  | Lead another round of applause for the  contestants |  |
|  | Call for a break–include return time(if applicable) |  |
|  |  |  |
| **After The Contest** |  |  |
|  | **Contest Master:** |  |
|  | While Chief Judge and Ballot Counters are verifying  ballots and compiling results: |  |
|  | Interview Contestants |  |
|  | Present Certificate of Participation |  |
|  | Present Certificates of Appreciation to  functionaries |  |
|  | Present Chief Judge’s and Ballot Counter’s  once they return |  |
|  | -Introduce District Dignitaries |  |
|  | -Ask if there are any announcements |  |
|  | -Ask the highest ranking officer to join you up front |  |
|  | -Announce Winners |  |
|  | -Present trophies (if applicable) |  |
|  | -Have winners complete Notice of Contest Winner  Form |  |
|  | -Give thanks to anyone who made a special  contribution |  |
|  |  |  |
| **A Week After** |  |  |
|  | Send Notice of Contest Winners, Winners Bios/Eligibility form to the Governor responsible for the next level contest |  |
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