

# Pre **EVALUATION**

## CONTEST BRIEFING for Contestants

*To be conducted by the Contest Master at least 10 minutes prior to contest start time.*

Gather all speakers and cover the following points:

1. Confirm that all contestants have provided their Eligibility forms to the Chief Judge. Collect the Contestant Bio forms if being used.
2. Ensure that all contestants are members in good standing from a club in good standing (*Their dues have been sent and received by World Headquarters – WHQ, they should check with club Treasurer*).
3. Confirm that no contestant is a District or International officer nor have they informed anyone of their intent to run for any of those offices. (*They can't be an officer of District 8 or any other District*)
4. Have contestants remove name tags and any other indications levels of proficiency or club affiliation.
5. Define speaking area. Explain that if the contestants steps out of the speaking area they are not disqualified but may be marked down in Delivery by the judges.
6. Verify pronunciation of their names. Pronounce EACH CONTESTANT's name out loud, and confirm that everything is being pronounced correctly (Make notes on the script, if needed.). To eliminate perception of bias, introduce each contestant as follows: Contestant #, Name, Name
7. There will be a model speech. After that all contestants will be escorted to another room. You will have 5 minutes to prepare your evaluations. At the end of 5 minutes the Sergeant at Arms will collect all the notes from all the contestants except the first contestant. He will come get each contestant during the minute of silence and return your notes at that time.
8. Speeches are 2 - 3 minutes. Speeches less than 1:30 or more than 3:30 will be disqualified.
9. Inform contestants where timekeepers are located.
10. The lights will be activated as follows (*have the Timekeepers display when explanation is given*):
  - a) Green Light at 2:00,

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- b) Amber Light at 2:30 &
- c) Red Light at 3:00 and will stay on until the conclusion of the speech.  
*No notice shall be given should a speaker go over time.*

11. Review the BACKUP TIMING tools and how they work. In the event of light failure, 30 seconds will be granted to the speaker (*should not be necessary if card boards are in place*). Time starts with 1<sup>st</sup> word uttered or when any form of communication is used.
12. Time starts with 1st word uttered or when any form of communication is used.
13. Disqualifications are for:
  - a) Time - Chief Judge and Timers. If there is a disqualification for time, it will be announced (*no name*) before the announcement of the winners.
  - b) Eligibility\* - must be member in good standing of a club in good standing and not a district officer  
***Only judges and other contestants can protest. Protests must be lodged with Chief Judge or Contest Master and before winners are announced***
14. When the SAA calls you into the room, please wait by the door until I call your name. When I call your name, please come up to the stage and shake my hand. When you are finished, I'll expect you to shake my hand before leaving the stage, unless you tell me otherwise NOW.
15. Once all contestants have spoken, an interview will be conducted. (*If one or more contestants are competing in both contests, you should wait until both contests are concluded to conduct your interview of the contestants who are in both contests*).
16. Once a winner has been declared, all decisions are final. *Note: The Chief Judge and Counters can correct the Contest Master if he reads the winners incorrectly.*
17. Draw for speaking order for each contest... then confirm the order by reading it out loud to the group of contestants (Be sure to note the speaking order on your script.).
18. Are there any questions?