

Pre INTERNATIONAL SPEECH 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. Ensure that all contestants had finished the six speeches before they competed at the club level.
5. Have contestants remove name tags and any other indications levels of proficiency or club affiliation.
6. 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.
7. Confirm the following with the speakers:
 - a) The speaking area.
 - b) Use of props - These should be set up during the minute of silence between speakers.
 - c) Lectern requirements.
 - d) Wish to remain in or leave the room (*contestants may choose to remain in the room for the duration of the contest or they may leave the room & request to be brought back by the Sergeant at Arms when their turn to speak has arrived*)
8. To eliminate perception of bias, introduce each contestant as follows: Contestant #, Name, Title, Title, Name
9. Verify speech title of each speaker & pronunciation of their names. Pronounce EACH CONTESTANT's name (and speech title) out loud, and confirm that everything is being pronounced correctly (Make notes on the script, if needed.).
10. Speeches are 5 - 7 minutes. Speeches less then 4:30 or more then 7:30 will be disqualified.
11. Inform contestants where timekeepers are located.

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12. The lights will be activated as follows (have the Timekeepers display when explanation is given):
 - a) Green Light at 5:00,
 - b) Amber Light at 6:00 &
 - c) Red Light at 7:00 and will stay on until the conclusion of the speech.
No notice shall be given should a speaker go over time.
13. 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*).
14. Time starts with 1st word uttered or when any form of communication is used.
15. 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) Originality* - speech is plagiarized, substantially unoriginal or if information take is not attributed to source.
 - c) 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.
16. When introducing each contestant, I will say their name, then speech title... then speech title again, and name again. As I am introducing you, please come to the stage. I will shake your hand and leave the speaking area. When you are finished, I'll expect you to shake my hand before leaving the stage, unless you tell me otherwise NOW.
17. 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*).
18. 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.*
19. Draw for speaking positions.
20. Are there any questions?