Contestant Briefing - TM Humorous Speech Contest

Contest Master assembles all speakers and reviews the following points no later than 10 minutes prior to contest start time.

1. Confirm that all contestants have submitted 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 and that their dues have been sent and received by World Headquarters.

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. **A contestant may not 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 the speaking area.** Explain that if the contestants step out of the speaking area, they are not disqualified but may be marked down in Delivery by the judges.

6. Confirm the following with the speakers:

   a. The speaking area.
   b. Use of props – SAA sets up props 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 and request to be brought back by the Sergeant at Arms when their turn to speak has arrived.

7. To eliminate any perception of bias, introduce each contestant as follows: Contestant #, Name – Title, Title – Name.

8. Verify the speech title of each speaker and 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.

9. Speeches are 5 - 7 minutes. Speeches less than 4:30 or more than 7:30 will be disqualified.

10. Inform Contestants where the Timekeepers are located.

11. Timekeepers explain that lights will illuminate in the following order while demonstrating the lights to the audience:

    a. Green Light at 5:00 minutes,
    b. Amber Light at 6:00 minutes
    c. Red Light at 7:00 minutes, which will stay on until the conclusion of the speech.
       No notice shall be given when a speaker goes over the time limit.

12. Review the BACKUP TIMING tools and how they work. In the event of light failure, 30 seconds will be granted to the speaker. **This should not be necessary if the Timekeepers have been provided backup colored folders or time cards.**

13. Time starts with first word uttered or when any form of communication is used.

14. 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 information cited or quoted is not attributed to its source.
    c. Eligibility – Contestant must be a member in good standing of a club in good standing and not a district officer.
    <u>**Only judges and other contestants can protest.**</u> **Protests must be lodged with Chief Judge or Contest Master** *BEFORE* **the winners are announced.**

15. Instruct the speakers, "I will say your name, your speech title, your speech title again, and your 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, shake my hand before leaving the stage, *unless you tell me otherwise now.*"

16. After all contestants have spoken, the Contest Chair conducts individual interviews. **The Contest Chair waits until both contests are concluded to interview contestants who are competing in both contests.**

17. Once a winner has been declared, all decisions are final. **The Chief Judge and Vote Counters shall correct the Contest Master if any winner(s) are announced incorrectly.**

18. 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.**

19. Ask contestants for any questions to clarify.