



# **Success Plan: Organize a Perfect Toastmasters Contest**

District 8

## 2 to 6 Months Before Contest

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- ▶ Arrange for Date, **Place**, Briefing and Contest Start
  - **Reserving a place and specific time is the most important.** If you are planning on using a library, you need to reserve this early. Most libraries are booked on Saturdays 4 and 5 months ahead. If libraries are all booked, ask Clubs in your Area if they would want to host the contest.
- ▶ Print and read the current Contest Rulebook
- ▶ Ask for Volunteers/Confirms:
  - Contest Chair
  - Contest Master
  - Chief Judge
  - Judges (5 for Club & Area, 7 for Division & District)
    - One Judge is a Tie-Breaking Judge and remains anonymous to all but the Chief Judge

# 1 Month Before Contest

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- ▶ Ask for Volunteers/Confirms:
  - Pattern Speaker
  - Timer (2)
  - Ballot Counter (3)
  - Sergeant at Arms (2)
  - Hot Seat (At least 2 is recommended)
- ▶ Order Trophies (if applicable)
- ▶ Print All Contest Forms
  - Ballots, Timer sheets, Tally sheets, Tie-Breaking Judge's Ballot, etc.
  - Participation certificates (if you know all functionaries and contestants)
  - For Bio info forms for contestants and eligibility forms for Judges and contestants, send these ahead and request to have them filled out and signed with the date of the contest and sent back to you. This will save you time the day of the contest.
- ▶ Create a Contest Script
  - Use template on District 8 website

## 2 – 3 Weeks Before Contest

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- ▶ Confirm Winners from Previous Level (if applicable)
- ▶ Ensure Winners are Eligible for Contest
- ▶ Create Contest Program/Agenda
  - Send electronic copy to Contest Master and Chief Judge – ask to review for mistakes
- ▶ Send Reminder Out to All Contestants and Functionaries
- ▶ Send Notice of Contest to Club, Area, etc., to Which the Contest Applies
- ▶ Continue to Ask for Volunteers if Functionary Roles have not been Filled
- ▶ Arrange for Food/Drink – Potluck? (as appropriate)

# 1 Week Before Contest

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- ▶ Print Enough Copies of Program for Contest
- ▶ Create Contest Master Folder – 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 – Folder Should Include:
  - A folder for each Judge including: A Judge's Ballot for each Contest and a Judge's Certification Form
  - Briefing Script and Agenda/Program
  - Completed Certificates of Appreciation for Judges
  - Timers Sheets
  - Ballot Counters Sheets
  - Notification of Winner Sheets
- ▶ Create a Folder for Extra Forms

# Day of Contest

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- ▶ Arrive Early, at Least 30 Minutes to Get Things Organized
- ▶ Makes any Adjustments to Room Set-up
- ▶ Sets out Food & Drink (as needed)
- ▶ Sets out Trophies, Banners and Flag (as needed)
- ▶ Sets out Programs/Agendas
- ▶ Checks off Contestants & Functionaries as they Arrive
- ▶ Makes Necessary Changes to Appreciation & Participation Certificates
- ▶ Checks with Contest Master & Chief Judge to see if they Need Anything
- ▶ Gives Contest Master & Chief Judge their Folders
- ▶ Helps Contest Master List out Dignitaries in Room

# Day of Contest – Contest Master

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- ▶ Briefs the Contestants & SAA's (Use Briefing Script on District 8 website)
- ▶ Reviews Speech Criteria
- ▶ Reviews Bio Sheets – Check Speech Titles and Pronunciation and Spelling of Names
- ▶ Reviews Pattern Speaker Bio Sheet (Evaluation Contest Only)
- ▶ Covers Speaking Area
- ▶ Reviews and Practice the Use of the Microphone (if needed)
- ▶ Determines which SAA will Escort the Table Topics or Evaluation Contestants out and where

# Day of Contest – Chief Judge

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- ▶ Briefs Judges, Timers & Ballot Counters
- ▶ Hands Out Timing Forms to Timers - Explain Duties and Excuse them from the Briefing
- ▶ Hands Out Ballot Counting Forms to Ballot Counters - Explain Duties and Excuse them from the Briefing
- ▶ Hands Out Judges Folders
- ▶ Hands Out /Verify the Completion of the Judge's Certification
- ▶ Hands Out Certificates of Appreciation to Judges
- ▶ Reviews Judging Ballots - Explain the Process
- ▶ 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 - General

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- ▶ 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 officers from highest rank to lowest:
  - LDET – District level
  - Division Director – Division level
  - Area Director – Area Level
  - Club President – Club level
- ▶ The Respective Director Introduces the Contest Master

# The Contest – General (Cont.)

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- ▶ **Contest Master** Calls the First Contest to Order
- ▶ Asks that all Mobile Devices are Turned Off or to Vibrate
- ▶ Explains that no Photographs are allowed During the Speeches
- ▶ Asks the Timers to Read Appropriate Timing Paragraph and Show the Timing Device(s)
- ▶ Explains the 1 Minute of Silence for the Judges
- ▶ Explains any other Special Timing Constraints (Evaluation Contest – 5 min note rule)
- ▶ Explains the Policy of Leaving or Entering the Room During a Speech
- ▶ Asks the Chief Judges if the Judges have been Briefed
- ▶ **Chief Judge** States: “The Judges have been briefed and or ready to serve.”

# The Contest – Evaluation Contest

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- ▶ **Contest Master** Announces Speaking Area, Speaking Order, Spelling Changes and Spells Long Names
- ▶ Introduces Pattern Speaker – Name, Name
- ▶ After Pattern Speech, Asks SAA to Escort all Evaluation Contestants out of Room – Asks Timer for 5 Minute Period, Gives time to Contestants to Reach Holding Area
- ▶ Interviews Pattern Speaker
- ▶ Asks SAA to Collect all Contestants Notes and Bring the First Contestant in.
- ▶ Introduces Evaluation Contestant: Name, Name
- ▶ After Each Contestant, Ask Timers for 1 Minute for Judges
- ▶ After all Contestants, Ask Judges to hold up Ballots to Collect
- ▶ Calls for Break – Include Return Time (if applicable)

# The Contest – Table Topics

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- ▶ **Contest Master** Announces Speaking Area, Speaking Order, Spelling Changes and Spells Long Names - Ask the SAA to Escort all Table Topics Contestants out of the room, except the 1st Contestant
- ▶ Introduces Table Topics Contestant – Name, Question, Question, Name
- ▶ After Each Contestant, Ask Timers for 1 Minute for Judges
- ▶ After all Contestants, Ask Judges to hold up Ballots to Collect
- ▶ Calls for Break – Include Return Time (if applicable)

# The Contest – Humorous & International Contest

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- ▶ **Contest Master** Announces Speaking Area, Speaking Order, Spelling Changes and Spells Long Names
- ▶ Introduces Contestant – Name, Title, Title, Name
- ▶ After Each Contestant, Ask Timers for 1 Minute for Judges
- ▶ After all Contestants, Ask Judges to hold up Ballots to Collect
- ▶ Calls for Break – Include Return Time (if applicable)

# After The Contest – Contest Master

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- ▶ 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 the Winners
- ▶ Presents the Trophies (if applicable)
- ▶ Have Winners Complete Notice of Contest Winner Form
- ▶ Gives Thanks to Anyone who made a Special Contribution

# A Week After The Contest – Contest Master

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- ▶ Send Notice of Contest Winners, Winners Bios/Eligibility Form to the Director Responsible for the Next Level Contest
- ▶ **Congratulate Yourself for a Job Well Done!**