

Subject: Important Reminder for Contest Day: Duties and Responsibilities

Dear [Judging Committee Members/Team],

I hope this message finds you well and ready for an exciting contest ahead! As the Chief Judge for our upcoming [Club/Area/Division/District] Speech Contest, I want to take this opportunity to remind you of your critical roles and responsibilities. Your commitment to fairness, professionalism, and attention to detail will ensure a smooth and successful event.

Here are the key points to keep in mind:

Pre-Contest Preparation:

- **Certification of Originality and Eligibility:** Please confirm that these forms have been submitted for all contestants before the contest begins. They are non-negotiable for participation.
- **Attendance at Briefings:** Ensure you attend the Judges Briefing, where I will explain contest procedures, review the judging criteria, and address any questions. This is mandatory to align everyone and clarify expectations.

Judge Responsibilities:

- **Judging Criteria:** Familiarize yourself with the contest-specific judging criteria outlined in the Toastmasters International rulebook. Assess contestants impartially based on their performance.
- **Ballots:** Complete your ballot carefully, sign the bottom portion, and ensure the top part is destroyed before leaving the contest room. This is crucial to maintain confidentiality.
- **Protest Procedure:** Remember, only judges and contestants may submit protests, and these must be brought to my attention or the Contest Chair *before* winners are announced.

Tiebreaker Judge:

- Your role is unique: You must rank all contestants, and your ballot will be used only in the event of a tie. I will brief you separately to discuss your responsibilities.

Timekeepers:

- Start timing when a contestant speaks or makes an obvious gesture. Timing is critical, and a backup timekeeper will ensure accuracy.

Ballot Counters:

- Collect ballots from judges and time sheets from timekeepers. We will count them in a separate, secure location. Double-check that all votes are signed—unsigned ballots cannot be counted.

Sergeant at Arms:

- Secure the room once the contest begins, allowing movement only during the one-minute silence between speeches. Ensure a professional and distraction-free environment for our contestants and audience.

Contest Integrity:

If any issues arise during the contest, please notify me or the Contest Chair immediately and privately. Accuracy and fairness are our highest priorities.

I will hold a briefing session with all functionaries before the contest begins to address any final questions and ensure we are all on the same page.

I appreciate your dedication to making this event a success, your professionalism, and your attention to detail. I am confident that, together, we will create an exceptional experience for our contestants and audience.

If you have any questions or concerns before the contest, don't hesitate to contact me directly.

I am looking forward to seeing you on contest day!

Warm regards,

[Your Full Name]

Chief Judge

[Contact Information]