

LIST OF FUNCTIONARIES FOR A TOASTMASTER SPEECH CONTEST

Contest Officials

1. **Contest Chair:**
Oversees the entire contest, ensures rules are followed, and introduces the contest proceedings.
2. **Chief Judge:**
Responsible for organizing and supervising all judges and ensuring contest rules are upheld.
3. **Contest Judges:**
Evaluate and score contestants' performances based on the speech contest judging criteria. May include:
 - Voting Judges (minimum 5, depending on the contest level)
 - Tie-breaking Judge (kept confidential)
4. **Timers:**
Operate timing devices and signal contestants using colored cards or lights to indicate speech time.
5. **Ballot Counters:**
Collect and tally the judges' ballots, ensuring accuracy in determining winners.
6. **Sergeant at Arms (SAA):**
Handles room setup, contestant logistics, and ensures contestants are briefed and escorted as needed during the contest.

Support Roles

7. **Contest Toastmaster (Master of Ceremonies):**
Conducts the contest, introduces contestants, and manages the flow of the event.
8. **Pattern Speaker (for Evaluation Contests):**
Delivers the speech used for evaluation by contestants in an Evaluation Contest.
9. **Timer Backup:**
Serves as a secondary timer to ensure accuracy and backup in case of equipment failure.

Other Roles (Optional)

10. **Zoom Master or Technical Support (for Online Contests):**
Handles technical needs such as muting/unmuting, spotlighting speakers, and managing breakout rooms.
11. **Hospitality Team:**
Welcomes attendees and ensures they have materials or refreshments, depending on the venue.
12. **Usher or Greeter:**
Assists with guiding attendees to their seats or breakout rooms in virtual contests.
13. **Photographer/Videographer:**
Captures memorable moments during the contest (if allowed).
14. **Audience Management Support:**
Helps maintain quiet and appropriate contest conditions.