

DISTRICT 25 CONTEST CHAIR CHECKLIST

Area _____

Division _____

Contest Date _____ Briefing Time _____ Contest Start Time _____

Location _____

Contact Information

Area/Division

Director _____

Chief Judge _____

Others _____

Overview of Responsibilities

- Two separate briefings are held prior to beginning of contest to ensure everyone involved understands the rules and their duties.
- One briefing is the responsibility of the **Chief Judge** and the other is the responsibility of the **Contest Chair**.
- Communication between Chief Judge and Contest Chair is necessary as some of the tasks overlap (i.e., Contest Chair is responsible for providing timers and ballot counters but the Chief Judge handles briefing for judges, timers and ballot counters.)
- Briefing documents as well as checklists and other helpful information for both Contest Chair and Chief Judge can be found on the District 25 website.

Chief Judge Briefs: Judges, Timers, Ballot Counters

Contest Chair Briefs: Contestants, Contest Toastmaster, Sergeants at Arms, Test Speaker (if Speech Evaluation Contest)

Overview of Contest Chair's Responsibilities

- Plans, coordinates, and oversees operation of all contest activities.
- Works with clubs in Area to ensure they are part of the planning and implementation process.
- Works closely with Area/Division Director to ensure success of contest.
- Contest Chair kit will be provided to Area/Division Director who will ensure delivery to Contest Chair well before actual contest.

DISTRICT 25 CONTEST CHAIR CHECKLIST

Task	Person assigned to Task	Follow-Up	Due Date	Check
Contest Chair		Area/Division Dir.		
Contest Toastmaster		Area/Division Dir.		
Chief Judge (assigned by D25)		District Chief Judge		
Judges (5-7 assigned by District)		District Chief Judge		
Site Selection		Area/Division Dir.		
Assign helpers:				
Ballot counters (3)		Contest Chair		
Timers (2 from different clubs)		Contest Chair		
Greeter		Contest Chair		
Registration Desk		Contest Chair		
Sergeants at Arms - One for every door; if Evaluation or Table Topics need two more, one to escort and one to stay in room with contestants.		Contest Chair		
Optional: Invocation / Pledge or Inspiration Person		Contest Chair		
Test Speaker needed for Evaluation Contest		Area Director		
Table Topic question provided by the District		District Representative		
Outstanding Officer Selections		Area/Division Dir.		
Contest Chair	Assumes below roles if not assigned			
Awards				
Outstanding Officer Awards		Area Director		
Certificates of Participation	(Contestants)	Awards Chair		
Certificates of Appreciation	(Helpers, Chief Judge, Test Speaker)	Awards Chair		
Certificates for Judges		Chief Judge		
NOTE: District provides trophies at Area & Division Contests.				
Registration Chair				
Name Tags & Pens		Registration Chair		
Sign-In Sheets (both members and dignitaries)		Registration Chair		
Refreshments Chair				
Food		Refreshments Chair		
Cups/Plates/Plastic ware/Napkins/table covers		Refreshments Chair		
Serving Trays/Containers/etc.		Refreshments Chair		
Soda, Water & Ice for chests		Refreshments Chair		
Coffee, Ice for consumption & ice chest		Refreshments Chair		
Contest Flyer w/Map		Area Director		
Contest Agenda		Area Director		
Photographer (Optional)				
Facilities Chair		Contest Chair		
Timing Lights/Cards (2)		Facilities Chair		
Timing Devices (2)		Facilities Chair		
Sign at entrance		Facilities Chair		
Lectern/Gavel		Facilities Chair		
American Flag (optional)		Facilities Chair		
Tacks/Tape/Extension Cords/etc.		Facilities Chair		
Each club bring club banner	Club Representative	Facilities Chair		
Clean Up		Contest Chair		

DISTRICT 25 CONTEST CHAIR CHECKLIST

PRIOR TO CONTEST

Location – Area Director

Ensure location provides sufficient room for audience as well as two briefing rooms and availability based on length of contest.

Theme and applicable decorations (optional) – Contest Chair

Flyer – Area Director

Deadline for posting on D25 website will be conveyed to Area/Division Director.

Select Contest Toastmaster – Area Director

Provide direction and script prior to contest; ensure familiarity with script.

Select Test Speaker if Speech Evaluation Contest – Area Director

Inform that the speech is 5-7 minutes, provide profile form and suggest bringing a manual for education credit. Test Speaker must NOT be from a club represented by one of the contestants. For Area Contests, Test Speaker should be from outside the Area. For Division Contests, Test Speaker should be from outside the Division. When selecting the Test Speaker please note the following:

Test Speaker should be relatively inexperienced, not very polished. You want someone who will have areas needing improvement.

Test Speaker should be someone contestants will not have had the opportunity to observe speaking prior to the contest.

Select two (2) timers from different clubs – Contest Chair

Select three (3) ballot counters, from 2 different clubs – Contest Chair

Select sufficient number of Sergeants at Arms. – Contest Chair

One for each door in the contest area. In addition one to escort Evaluations/ Table Topics contestants to and from the sequestered area and one to remain in sequestered area.

Arrange for refreshments – Contest Chair

Select greeters – Contest Chair

Certificate preparation for Contest Participants - Contest Chair

Contestants, Chief Judge, Helpers, Test Speaker (if Speech Evaluation Contest), Third-Place winner for Area Contest (if five or more contestants)

Certificate preparation for Outstanding Officers – Area Director

Trophies – Area and Division Directors

Trophies are furnished by the district.

Agenda – Area Director and Contest Chair

Instructions can be found on District 25 website and resource flash drive

Print dignitary list from District 25 Website – Area Director

Print sign-in sheet from District 25 Website – Area Director

DISTRICT 25 CONTEST CHAIR CHECKLIST

DAY OF CONTEST

- Arrive early.
- Refreshments and Decorations committee set up early.
- Coordinate briefing rooms with Chief Judge. Check suitability of contest room (e.g. potential noise level, ability to prevent people from entering and exiting while speaker is performing).
- Coordinate with Chief Judge regarding location of holding area for Evaluation or Table Topics contestants. Make sure contestants can NOT see or hear anything from the speaking area.
- Be sure to bring necessary forms to contest that were provided to Contest Chair in kit prior to contest (contestant profile forms, eligibility forms and “draw for speaking order” forms). Give signed eligibility forms to Chief Judge and completed profile forms to Contest Toastmaster
- Determine speaking area.
- Ensure certificates for helpers and Chief Judge are distributed before contest.
- Test Speaker is to be briefed separately
- Chief Judges Briefing of judges, timers and ballot counters as outlined in the Judges briefing document.
- If there is sound equipment, check that it is working.
- Check timers’ location and functionality of timing devices, lights and cards.
- Ensure certificates for contestants and Test Speaker (if Speech Evaluation Contest) are available to present during interview process by the Contest Toastmaster.
- Display trophies in a prominent place before contest begins. They should be easily accessible for presentation.
- Attend debriefing with Contest Chair, Directors, District Rep, Contest Toastmaster and Chief Judge immediately following the contest

IMPORTANT TO KNOW: PROTEST INFORMATION

Only a contestant or voting judge may lodge a protest.

Protests must be filed with Chief Judge or Contest Chair. If protest is presented to Contest Chair, the Contest Chair must notify the Chief Judge immediately.

Chief Judge must receive all protests prior to announcement of winners; once winners are announced the results are final.