

# CONTEST CHECKLIST- VIRTUAL

Area:

Division:

Contest Date:

Briefing Time:

Contest Start:

Zoom Link:

Area/Division Director:

Contest Chief Judge:

Others:

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## Contest Responsibilities

- Two (or three\*) separate briefings are held prior to beginning of event to ensure everyone involved understands the rules and their duties.
  - One briefing is the **“Contestants Briefing”** and is the responsibility of the Contest Chair. It is the briefing that all contestants, contest Toastmaster and the Sergeants-at-Arms attend.
  - The other briefing is the **“Judges Briefing”** and is the responsibility of the Chief Judge. It is the briefing that the contest voting judges, ballot counters and timers attend.
  - \*There is a third and separate briefing for the Evaluation Speech Contest. **The Test Speaker** is briefed by the Contest Chair separately from all other participants.
- Communication between Chief Judge and Contest Chair is necessary as some of the tasks overlap.
  - Contest Chair is responsible for recruiting timers and ballot counters.
  - Chief Judge handles briefing for judges, timers, and ballot counters.
  - It is the responsibility of all contest staff to do their best to keep the identity of the voting and tie breaker judges a secret. This is often difficult; however, we do our best to keep the anonymity of the judges.
- 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 under the heading of “Resources,” “Speech Contest Resources.” Please contact the District Contest Coordinator with any questions.

Judges Briefing:

Judges, Timers, Ballot Counters  
conducted by Contest Chief Judge

Contestants Briefing:

Contestants, Contest Toastmaster, Sergeants at Arms  
conducted by Contest Chair

Test Speaker Briefing:  
(only if Eval. Contest)

Test Speaker; conducted by Contest Chair

## Overview of Contest Chair's Responsibilities

- Plans, coordinates, and oversees operation of all contest activities.
- Works with clubs in the 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 is available on the D25 website to download for Area/Division Director, who will ensure delivery to Contest Chair well before actual contest. Please target one month prior to contest date to deliver kit to Contest Chair.

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<b>District Responsibilities</b>
assign Contest Chief Judge
provide Trophies
provide Table Topic Question <i>(if Table Topics Contest)</i>

<b>Area/Division Director Checklist (one month prior to contest)</b>			
<b>Task</b>	<b>Selection/Designation</b>	<b>Due Date</b>	<input type="checkbox"/>
secure Contest Zoom Link			
create Contest Flyer		<i>(dist. sets date)</i>	<input type="checkbox"/>
recruit Contest Chair			<input type="checkbox"/>
recruit Contest Toastmaster			<input type="checkbox"/>
Recruit Zoom Master			<input type="checkbox"/>
recruit Test Speaker <i>(if Speech Evaluation Contest, recommended from outside Area/District)</i>			<input type="checkbox"/>
recruit Inspiration Personality			<input type="checkbox"/>
create Contest Agenda			<input type="checkbox"/>
provide Toastmaster Script			<input type="checkbox"/>
verify Contestant Eligibility			<input type="checkbox"/>
bring Trophies			<input type="checkbox"/>

<b>Contest Chair Checklist (3 weeks Prior to Contest)</b>			
<b>Task</b>	<b>Selection/Designation</b>	<b>Due Date</b>	<input type="checkbox"/>
recruit Ballot Counters (3) <i>(from at least 2 different clubs)</i>			<input type="checkbox"/>
recruit Timers (2) <i>(from different clubs)</i>			<input type="checkbox"/>
recruit Sergeants-at-Arms <i>(2 or more)</i>			<input type="checkbox"/>
recruit Photographer			<input type="checkbox"/>
recruit Awards Chair			<input type="checkbox"/>
provide Speaker's Certification of Eligibility and Originality			<input type="checkbox"/>
provide Speech Contestant Profile Forms			<input type="checkbox"/>

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provide Contest Speaking Order Sheets			<input type="checkbox"/>
provide Evaluation Forms for Evaluation Contests only			<input type="checkbox"/>

<b>Awards Chair Checklist (one week prior to contest)</b>			
<b>Task</b>	<b>Selection/Designation</b>	<b>Due Date</b>	<input checked="" type="checkbox"/>
prepare third place certificate			..
prepare Certificates of Appreciation			..
prepare Certificates of Participation			..

<b>Contest Roles</b>	
Ballot Counters (3)	REQUIRED PERSONNEL. Three Ballot Counters must assist the Chief Judge in collecting ballots and determining contest results. The three must represent two or more clubs (we do not want three from one club).
Timers (2)	REQUIRED PERSONNEL. Two Timers must be present to time the contestants' speeches. The two timers may not belong to the same club.
Sergeants-at-Arms	REQUIRED PERSONNEL. Generally, two SAAs are required. For most contests, there must be one to guard each door to the contest area. These SAAs are critical in providing a fair environment to each contestant. If SPEECH EVALUATION or TABLE TOPICS Contest, then two additional SAAs are required. One will Escort contestants to and from the Sequestration Room, and the other will monitor the Sequestration Room and be responsible for the Speech Evaluation Forms.
Photographer	Recommended personnel, if District Photographer not attending. Please verify District photographer is available and willing to take pictures. Otherwise, duties include taking up close pictures of Area/Division Director, Toastmaster, people filling key roles, pictures before contest and during break of 2-3 people in picture with lots of smiles! Pictures of contestants and winners. Check picture guidelines on the contest resource page.
Pledge/Inspiration Personality	Optional. May be delegated to Director to recruit. This person leads all participants in the recitation of the Pledge of Allegiance and/or delivers an inspiration. Either or both of these observances are optional and may be or performed by the Director or Contest Chair if desired.
Awards Chair	Optional personnel, if not recruited, the Contest Chair is responsible for duties. The Awards Chair, well before the contest, prepares Certificates of Participation (for all contestants) and Certificates of Appreciation (for all helpers). When known, the Awards Chair personalizes the Certificates with the proper name.

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## Contest Timeline

As Soon as Possible in Season		
Item	By	Description
Select Date	Director	At DEC meeting early in the season, Dates are selected and assigned. It is wise to coordinate with your fellow Directors to share the burden, if contests can be held sequentially at the same location.
Acquire Trophies	Director	D25 provides trophies at an early season DEC. Do not store in car, they will melt.
Establish Theme	Director	Can be determined with the assistance of the Contest Chair. A theme establishes tag lines, graphics for flyers and agendas and contest decorations.
Create Contest Flyer	Director	A template and requirements for creating flyers are on the D25toastmasters.org website under Resources/Speech Contest Resources. The District will establish a due date for all flyers.
Recruit Contest Chair	Director	
Recruit Contest Toastmaster	Director	
Recruit Zoom Master	Director	
Recruit Test Speaker	Director	<i>ONLY IF SPEECH EVALUATION CONTEST.</i>
Closer to Contest Date		
recruit Ballot Counters	Contest Chair	Get commitment from several people that will be attending the contest. Three (3) are required from two separate clubs.
recruit Timers	Contest Chair	Get commitment from several people that will be attending the contest. Two (2) are required from two separate clubs.
recruit Sergeant-at-Arms	Contest Chair	See Role Descriptions above for number.
Verify District Photographer/ recruit photographer	Contest Chair	Confirm District Photographer will attend your event and is willing to take pictures. Otherwise, recruit someone to take pictures at your event. Leverage the Picture taking guidelines found on the D25toastmasters.org website under Resources/Speech Contest Resources.

Week Before Contest		
make Agendas	Director	With input from Contest Chair. Template and guidelines can be found on the D25toastmasters.org website under Resources/Speech Contest Resources.
prepare Certificates	Awards Chair	Participation and Appreciation