

CONTEST ROLES & RESPONSIBILITIES

Area/Division Director

- Delegates authority and responsibilities to encourage and promote leadership within the Area/Division
- Appoints test speaker for evaluation contest
- Promotes contest- create a flyer, share on social media, share with your area via email and in person visits
- Collects all contestants eligibility and profile forms, and shares with Chief Judge and Toastmaster
- Verifies all contestants' eligibility
- Knows speech contest rules
- Ultimately responsible for the success of the contest
- Create certificates of appreciation for all participants
- Create winner certificates/certificates of participation for all contestants

Contest Chair

- Appoint helpers for all roles
- Plans, coordinates, and oversees operation of all contest activities
- Conducts contestant, toastmaster, and sergeant at arms briefings before contest. Briefs test speaker separately
- Supply all non-judge forms for contest, including new Evaluation Form
- Knows speech contest rules

Contest Toastmaster

- Attends pre-contest briefing
- Reviews pronunciation of contestants' names and speech titles
- Reviews list of dignitaries and pronunciation of names
- Prepares opening remarks and fillers as needed
- Collects contestants' profile sheets at briefing
- Interviews contestants and test speaker, hands out participation certificates
- Announces the winners and adjourns contest

Chief Judge

- Supplies ballots, timer's sheets, and tally sheets for ballot counting
- Briefs timers, ballot counters and judges before contest
- Verifies eligibility for all judges
- Prepares certificates of appreciation for judges

Ballot Counters

- Pick up ballots from judges after last contestant has finished
- Maintain confidentiality of ballots and counting

Timers

- Are familiar with operation of timing devices, lights and cards
- Maintain written record of times of speeches and deliver them to chief judge

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Sergeants At Arms

- Guard doors to ensure no one enters or leaves during speeches
- Is not to expose contest to liability by assisting contestants with props
- Escort contestants to and from sequestered area
- Collects evaluation form from contestants after note-taking time has expired
- Returning evaluation contestant's form to them in the one minute of silence before their speech

Registration Chair

- Ensure forms for registration are prepared and provided prior to the event
- Welcome guests and ensure they sign guest form/dignitary lists
- Provide dignitary list to Contest Toastmaster prior to start of event to be read to the audience prior to the first contest
- Provide list of guests to Area Director/Contest Chair

Refreshments Chair

- Collaborate with Contest Chair to plan the Refreshments menu for the Event
- Work with team to purchase, set up the refreshments on day of event
- Clean up area where refreshments were provided

Facilities Chair

- Collaborate with Contest Chair to prepare the contest venue for the Event
- Provides and sets up the Timing Lights, Devices, back up cards, signs at building entrance, signs at the street, lectern, gavel, flag, and club banners.
- Works with the Contest host location personnel in case of lighting, security, or environmental conditions.

Helpers

- Guard anonymity of judges.