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

Zoom Master
- Acting as Zoom (or other platform) Virtual Host
- Creates Breakout Rooms and Assist SAAs with virtual sequestering of evaluation contestants
- Spotlights all Speakers and Contestants
- Mutes Audience Members

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

CONTEST ROLES & RESPONSIBILITIES

Ballot Counters
- Meets with Chief Judge in breakout room to validate ballot count
- Maintain confidentiality of ballots and counting

Timers
- One timer will be visible with the raised hand indicator
- Second timer will remain anonymous
- Uses green, yellow, and red backgrounds as appropriate
- Maintain written record of times of speeches and deliver them to chief judge

Sergeants At Arms
- Work together to sequester contestants in breakout room
- Virtually escort contestants to and from sequestered area

Awards Chair
- Creates 1st, 2nd, and 3rd place awards
- Displays awards at appropriate time during contest