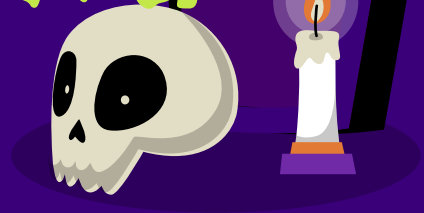


D25 TOASTMASTERS HALLOWEEN CONTEST TRAINING



YOUR HOSTS



Jesse Ford
Program Quality Director



Samantha Watt
Contest Coordinator



AGENDA

Objective

Contest Categories

High Level Overview

Participants

Components

Preparation Timeline Recommendation

Questions

Mock Contest



OBJECTIVE

Understand the full scope of contests
& feel confident in hosting or
participating in a contest.



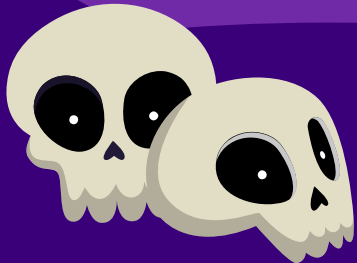
TWO TYPES OF CONTESTS

INTERNATIONAL AND EVALUATION



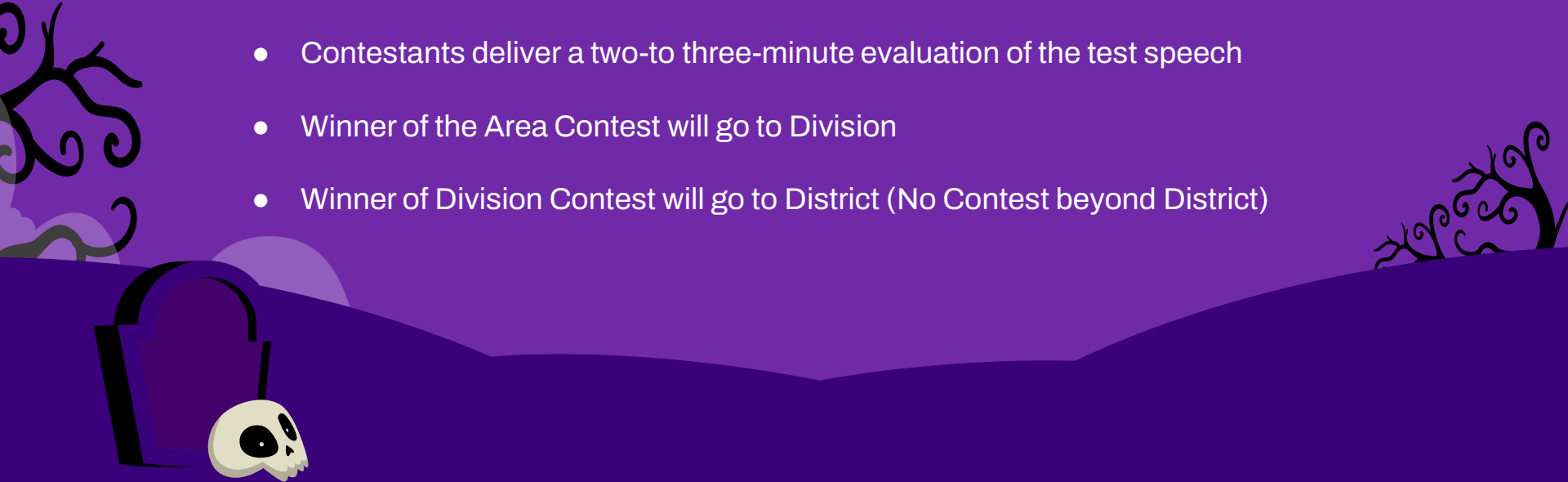
INTERNATIONAL

- Contestants present a five- to seven-minute speech on any subject they choose
- All districts must conduct this contest
- Winner Area Contest will go to Division
- Winner of Division Contest will go to District
- Winner of the District Contest will go to Regionals



EVALUATION

- Contestants observe a five-to seven-minute test speech
- Contestants are sequestered
- Contestants deliver a two-to three-minute evaluation of the test speech
- Winner of the Area Contest will go to Division
- Winner of Division Contest will go to District (No Contest beyond District)



PARTICIPANTS



PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Overall Contest Quality
 - Creating a Flyer
 - Finding Contestants
 - Finding a Contest Chair
 - Helping Contest Chair with:
 - Finding Helpers
 - Agenda
 - Certificates
 - Securing a Virtual Location
 - Securing Contestant Eligibility and Profile Forms

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Finding Helpers:
 - Toastmaster
 - Timer (x2)
 - Ballot Counters (x3)
 - Sergeant At Arms (x2)
 - Zoom Master
 - Briefing Helpers
 - *Script will be provided*
 - Creating Certificates of Participation
 - Creating 1st, 2nd, 3rd Place Certificates
 - Securing Contestant Eligibility and Profile Forms

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Reading Toastmaster Script throughout both contests
 - Interviewing Contestants based on their Contestant profile forms
 - Improvising to fill time while ballots are counted

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Completing and submitting forms prior to contest
 - Eligibility
 - Contestant profile
 - Competing in their respective Contest
 - Continuing to Division, District, and Beyond as required

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Acting as Zoom (or other platform) Virtual Host
 - Creating Breakout Rooms and Assist SAAs with virtual sequestering of contestants
 - Spotlighting all Speakers and Contestants
 - Muting Audience Members

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAAs

Ballot Counters

Photographer

Judges

- Responsible for:
 - Timing speeches per Judges Briefing
 - Main timer will use Toastmasters official Timing backgrounds to indicate timing to contestants
 - Secondary timer will keep time but will not adjust their backgrounds
 - Submit times to Chief Judge

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Sequestering Contestants during the evaluation contest
 - Main room SAA will indicate to Breakout room SAA when contestants may enter the main room
 - This can be done via text message, or by the main room SAA entering the breakout room

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Counting ballots as described in Chief Judges Briefing

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

- Responsible for:
 - Taking screenshots or photographs of the events of the contest
 - Sharing photos of contest to D25

PARTICIPANTS

Area Director

Contest Chair

Toastmaster

Contestants

Zoom Master

Timers

SAA's

Ballot Counters

Photographer

Judges

NOTE:

D25 will secure Chief Judge and Judges for all contests.

Contest Chair and Area Director are not responsible for Judges, however they are responsible for supplying the judges with Contestant eligibility forms prior to the contest beginning.

COMPONENTS



COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Area Director

When is it needed:

By December 5th
(deliver to your Division Director)

What does it include:

Contest Date, Time, Location, "It's
Free to Attend," Email & Phone for
Area Director and Contest Chair

Additional Notes:

Use TI brand guidelines



(Hint: Use QR code for brand colors in Canva)

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

INTERNATIONAL SPEECH AND TABLE TOPICS CONTEST

Area 99

"LIFT OFF!"

Wednesday 1/30/23

Location: zoom link

*Briefing: 6:00pm Central

Contest: 7:00pm Central

***Briefing mandatory for
contestants, judges, and all helpers**



AREA CLUBS:

Short Club Name

Longer than that Club Name

Longer and Longer and Longer Club Name

Really Long Club Name

A little bit longer of a Club Name

Medium size Club Name

FREE TO ATTEND

Contest Chair:
Name of Contest Chair
email address@someprovider.com
cell phone number

Area Director:
Name of Area Director
email address@someprovider.com
cell phone number

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Area Director/Contest Chair

When is it needed:

Create one as soon as possible

What does it include:

Roles, Names, Breakout Rooms, Phone Numbers, Emails, etc

Additional Notes:

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Area Director

When is it needed:

As Soon as Possible

What does it include:

Direct link, as well as meeting ID/Password

Additional Notes:

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Area Director/Contest Chair

When is it needed:

Day of Contest

What does it include:

Names of all Participants w/their Roles, Location, Date/Time, Clubs in Area, Agenda, Info for next contest

Additional Notes:

Will need to be dropped into the virtual chat several times throughout contest- designate someone to do this

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Area Director/Contest Chair/Contestants

When is it needed:

Day of Contest

What does it include:

Signature required (virtual ok)

Additional Notes:

Eligibility Form needs to be sent to Chief Judge as soon as all are collected from Contestants

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Toastmaster/Contest Chair/Contestants

When is it needed:

Day of Contest

What does it include:

Information/fun facts about contestant for
Toastmaster to interview with

Additional Notes:

Profile needs to be sent to Toastmaster as soon as
collected from Contestant

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation)

Who is responsible for it:

Area Director/Contest Chair/Awards
Chair

When is it needed:

Day of Contest

What does it include:

1st, 2nd, 3rd place Winner

Additional Notes:

These can be edited to fit the theme of the contest,
and they will be presented live during the contest

COMPONENTS

Flyer

Spreadsheet

Location

Agenda

Eligibility Forms

Profile Forms

Certificates (Winners)

Certificates (Participation/Appreciation)

Who is responsible for it:

Area Director/Contest Chair/Awards
Chair

When is it needed:

Day of Contest

What does it include:

All participants names/roles

Additional Notes:

All Helpers to receive a certificate of appreciation as well as all contestants receive “participation” certification

TIMELINE



TIMELINE



ASAP

Month Of

Week of

Day of



TIMELINE

AREA DIRECTOR



ASAP

- Select Date
- Select Location
- Establish Theme
- Create Contest Flyer
- Create Contest Spreadsheet
- Recruit Contest Chair- Split Duties

At Least One Month Before

- Recruit Contest Toastmaster
- Recruit Contest ZoomMaster
- Ask Clubs for Contestants

At Least Eight Weeks

- Create Calendar
members of
- Create Separation
for all Participants
- Review Timeline
Script with Contest
Toastmaster

TIMELINE

AREA DIRECTOR



At Least One Month Before

- Recruit Contest Toastmaster
- Recruit Contest ZoomMaster
- Ask Clubs for Contestants

At Least a Week Before

- Create Calendar Invite for all members of your Area
- Create Separate Calendar Invite for all Participants
- Review TM Script and Briefing Script with Contest Chair and Toastmaster

Day of

- Open Zoom 1 Contest
- Share Eligibil Judge

TIMELINE

AREA DIRECTOR



At Least a Week Before

- Create Calendar Invite for all members of your Area
- Create Separate Calendar Invite for all Participants
- Review TM Script and Briefing Script with Contest Chair and Toastmaster

Day of Contest

- Open Zoom 1.5 hours prior to Contest
- Share Eligibility Forms with Chief Judge



TIMELINE

AREA DIRECTOR



Day of Contest

- Open Zoom 1.5 hours prior to Contest
- Share Eligibility Forms with Chief Judge



TIMELINE

CONTEST CHAIR



ASAP

- Split Duties with Area Director
- Begin Recruiting Helpers

At Least One Month
Before

- Recruit Helpers
 - Timers
 - Ballot Counters
 - Sergeant At Arms
 - Toastmaster
 - ZoomMaster

Week

- Review TM Script with Area Toastmaster
- Confirm Helpers
- Create Participation and Winners Certificates

TIMELINE

CONTEST CHAIR



At Least One Month Before

- Recruit Helpers
 - Timers
 - Ballot Counters
 - Sergeant At Arms
 - Toastmaster
 - ZoomMaster

Week Of

- Review TM Script and Briefing Script with Area Director and Toastmaster
- Confirm Helpers
- Create Participation, Appreciation, and Winners Certificates

Day of

- Submit Eligibility Judge
- Submit Proficiency Toastmaster
- Brief Contest

TIMELINE

CONTEST CHAIR



Week Of

- Review TM Script and Briefing Script with Area Director and Toastmaster
- Confirm Helpers
- Create Participation, Appreciation, and Winners Certificates

Day of Contest

- Submit Eligibility Forms to Chief Judge
- Submit Profile Forms to Toastmaster
- Brief Contestants & Helpers



TIMELINE

CONTEST CHAIR



Day of Contest

- Submit Eligibility Forms to Chief Judge
- Submit Profile Forms to Toastmaster
- Brief Contestants & Helpers



BEST PRACTICES

- Create a Spreadsheet Now
- Create a folder (Shared Drive Recommended)
- Communicate early with your Chief Judge
- Do a test run of your Briefing and TM Script, with your ZoomMaster, Contest Chair, and TM
- Create two calendar invites- Entire Area & Just Helpers
- Have an Awards Chair- Invite them to the rehearsal



THANKS

Samantha G Watt
Contest Coordinator

214-729-4450
Samantha.watt@thryv.com