

RUNNING A LOCAL CLUB **INTERNATIONAL SPEECH** CONTEST WITH JUST A CONTEST CHAIR

IN PREPARATION, THE CONTEST CHAIR SHOULD READ:

Current Speech Contest Rulebook
Current Contest Manual (which contains all forms)

Note: These materials were provided to each Club President.

AT THE CLUB MEETING BEFORE THE CONTEST:

- Determine the contestants. Be sure each meets eligibility requirements. (club must be a club in good standing as well as member in good standing; contestant to have completed first 6 speeches except in case of newly chartered clubs).
- Describe how the contest will be run. Contestants select their own topics and speak for 5-7 minutes with a 30 second grace period on either end.
- Tell them you will be serving as Contest Chair, Contest Master and Chief Judge and that you need judges. Tell them each person who attends the contest will receive a judging form (show the International Speech Contest Judges Form), with only some, however, to be collected and counted. These will have “Official” on them and will be given to the club’s most experienced Toastmasters. State that the duty of a judge is not to evaluate the speakers but to pick a winner – to select the speaker who has given the best speech on that day. Time permitting, discuss the necessity to be absolutely objective and go over in detail the criteria on the Judges Form.
- Tell them you need timers, preferably 2, and describe the duties of timers and that judges must not pay attention to timing.
- Tell them you need ballot counters to collect the ballots and tally them along with yourself serving as Chief Judge.
- Be sure you have 2 or more contestants, 3 judges, 2 timers, and at least 1 ballot counter arranged for in advance so you know they will attend. You also need a tie breaking judge whose name shall be secret (it might be you).

AT THE CONTEST MEETING

Have all needed forms with you. They may be found in the current Contest Manual.

- Brief the speakers publicly by describing how the contest will be run and have each complete a Certification of Eligibility and Originality form.
- Give everyone a Judges Form, with “Official” handwritten on the ones you will collect and count. Be sure all the timers, ballot counters, and official judges understand the procedures to follow.
- Designate the speaking area and announce that judges can give lower scores if contestants go outside it.

- Draw for speaking positions. All speakers may remain in the room during the contest.
- Introduce each speaker in this way: Speakers Name, Speech Title, Speech Title, Speakers Name. Use no preliminary remarks about any speaker.
- Allow 1 minute of silence after each speech for judges to mark their ballots.
- After all speakers have spoken, ask the judges to complete their ballots indicating first, second, and third place results and sign their ballots. Have the counters collect them. Collect the Time Record Sheet yourself.
- Leave the room with the counters to tabulate the results, using the Counters' Tally Form.
- After the tabulation is complete, return to the contest room and announce the winner(s). If three or more compete, announce a second place winner as well as a first.
- The names, telephone numbers and e-mail addresses of the first and second place winners should be given promptly to the Area Contest Chair, who shall promptly provide them to the Area Governor.

Note: Regarding disqualification, protests are limited to contestants and judges. Such matters should be resolved with the speaker before the announcement of a winner, which, once made, is final unless incorrectly stated and immediately corrected.

Note: In the event of a tie, the Tiebreaking Judge's ballot will be opened, and the contestant who ranks higher on the Tiebreaking Judge's Ballot will be awarded the contested place.