District 115

Contest Guide

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INTRODUCTION

Congratulations on your appointment as a Contest Chair. You will find the experience both rewarding and challenging. Serving as a contest chair will sharpen your communication and leadership skills like few other tasks. Your role is to organize and manage all aspects of the contest. To do this, you will need to recruit and direct volunteers, prepare and adhere to a budget, negotiate for a venue, and make sure the contest runs smoothly and on time.

This guide is designed to help you learn what's required to put on a successful contest. Keep in mind that you are not alone. Experienced Toastmasters who have been in your shoes are always ready to help. Part of being a Toastmaster means helping others succeed. That is what makes us unique among educational organizations.

QUICK START GUIDE

♦*Establish the Contest Committee*

You will serve as the chair of the committee. It should consist of the raffle master, food & beverage coordinator, facilities manager, decorations coordinator, chief judge and the appropriate leader/presiding officer - club president, area director, or division director, depending on the contest level. Committee members may form sub-committees or recruit other volunteers as needed. Planning should begin at least four months before the event.

♦*Establish the Budget*

The budget is simple. It should be designed to break-even. Revenues typically consist of the registration fee ($5-$10) and sales from the raffle. Donations are typically "in-kind" food and beverages, not cash.

Expenses typically include costs associated with the venue such as rent and sound equipment, food and beverages, signage and printing, and certificates and trophies.

The District will assist with venue rental and the purchase of trophies.

♦ *Select Venue, Date and Time*

The date and time should not conflict with any other contest. Coordinate the calendar with the Area and Division Directors. The venue should be selected four months before the event. It should be large enough to accommodate the crowd (Area Contests – 35-45 people, Division Contests – 80-100 people.) To the extent possible, it should be centrally located with easy access, excellent acoustics, and free parking.

Note that a larger venue will be needed if the contests are combined. For example, if two Areas or two Divisions are holding a combined contest you can expect a larger turnout.

The equipment needed includes a lectern, US flag, movable tables for food and raffle items, and a sound system. If the contest is hybrid, internet access and related equipment will be needed.

The venue should also have a separate room for use by the judges, and/or to sequester the contestants in an Evaluation or Table Topics contest.

♦*Set the Theme*

The theme of the contest is determined by the presiding officer (Club President, Area or Division Director). Not all contests have a theme. If there is a theme, it should be reflected in the decorations and printed materials to the extent possible.

♦ *Send out a "Save the Date" Flyer*

Once the date, time, venue and theme are set, send out the first "Save the Date" flyer. This should go out about two months before the event. Send reminders at one month and the week before the event. Flyers can be sent via email. The Area and Division Directors can help get the word out by visiting their clubs. Contest information should also be posted on the D115 website and distributed via social media such as Facebook and Twitter.

♦ *Order Trophies & Certificates of Participation/Appreciation*

Trophies and Certificates should be ordered at least 6-10 weeks before the event. For contests with 5 or more contestants, you will need 3rd Place, 2nd Place and 1st Place trophies. For contests with fewer than 5 contestants, you only need 2nd and 1st Place trophies. Each participant should receive a Certificate of Participation signed by the presiding officer. Contest volunteers should receive a Certificate of Appreciation. It is customary for the presiding officer to include a small gift for the Chief Judge, the Toastmasters, and the Contest Chair. All of these items can be ordered from TI.

♦ *Determine food and beverage needs*

Most contests include light snacks and beverages. For example, an early morning contest might offer pastries, bagels, yogurt, fruit, coffee and juice. An afternoon contest might include sandwiches, chips, cookies, soda and water. Don't forget paper plates, plastic utensils, cups, and napkins. For an Area Contest, you should anticipate 35-45 people, more if it is a combined contest. For a Division contest, you can expect 80-100 people, more for a combined contest.

♦*Purchase Decorations*

Once the theme (if any) is determined, appropriate decorations should be purchased. Decorations should be simple, inexpensive and inoffensive.

♦ *Solicit donations*

Toastmasters International is a non-profit educational organization. You can (and should) solicit donations from grocery stores, coffee shops, and restaurants. A link to the TI IRS designation letter can be found in the Resources section of this guide.

♦*Solicit Raffle Prizes*

A well-organized raffle can cover a significant portion of the contests' expenses. Ask clubs to donate prizes to the Area and Division contests. The raffle master and his/her helpers can also ask individuals and local stores to donate. The more items you have, the more money you are likely to raise.

Raffle ticket prices should be established to encourage higher-dollar purchases. For example, one ticket for $1; 10 tickets for $5, and; 20 tickets for $10. This pricing strategy provides value to the purchaser and revenue to the event.

A raffle can include more than just individual items. It could include a silent auction for major prizes, such as a weekend getaway donated by a local hotel and/or a 50/50 drawing wherein the winner gets half of the cash raised.

♦ *Recruit volunteers to fill the following roles:*

- 5-10 Judges. 5 for a club contest, at least 7 for an Area or Division contest (coordinate with the Chief Judge)
- 2 Timers (coordinate with Chief Judge)
- 3 Vote Counters (coordinate with Chief Judge)
- 2 Toastmasters
- 2- 3 Sergeants at Arms
- 2 people to staff the registration desk
- Raffle Master and 1-2 assistants
- Set-up and clean-up volunteers
- Decoration volunteers
- Food & Beverage helpers

♦ *Print Program/Agenda*

As soon as the contestants are identified, you can print the contest agenda. A sample agenda can be found on the D115 website.

The agenda should be a four-sided, color document that lists the venue, date, time, contestants, and key participants such as the Area and Division Directors, Chief Judge, Contest Chair, and Toastmasters for the contest.

♦ *Confirm/update Dignitaries List*

Dignitaries are recognized at the beginning of the contest by the Presiding Officer. A list is provided on the D115 website. The registration staff will highlight dignitaries on the list as they arrive. Dignitaries who are also contestants are **not** recognized until the end of the contest.

Dignitaries are introduced by title, credentials, and name. For example, Past District Director, Distinguished Toastmaster, John Smith.

The order for the introductions is- past international directors, past regional advisors and past district directors. Current dignitaries are then introduced starting with the top three district officers, followed by current division directors and then area directors.

CONTEST FLOW

♦ *What's the Difference?*

Each type of contest (Evaluation, Humorous, Table Topics, Tall Tales, and International) has its own unique characteristics and requirements. Each contest level (Club, Area, and Division) has different requirements as well. This guide applies primarily to Area and Division contests. It can be used for a club contest with the proper adjustments.

Combined contests occur when two Areas or two Divisions join together to share resources and save time. Combined contests follow the general process described below. When combined, each Area or Division completes its contest sequentially using the same volunteer team.

♦ *Setup*

Your volunteer team should arrive at the venue 1-2 hours before the start of the contest. This will give you time to setup the venue, including the registration desk, food and beverages, and the decorations. You should also check the sound equipment (if used).

♦ *Registration Opens*

The registration desk needs a 6-8 foot table with two chairs, a cashbox-"seeded" with a small amount of money to make change, sign-in sheets, pens, the district dignitary list, and contest programs. Contestants and certain dignitaries do not pay to attend the contest. Check with the Presiding Officer to determine who should not be charged the registration fee.

♦ *Judges and Contestant Briefings*

The Chief Judge briefs the judges, vote counters, and timers. Contestants are briefed by the Toastmaster. He/she explains the physical boundaries of the speaking area, checks the title of contestants' speech and the correct pronunciation of their names. He/she also explains timing and has the contestants draw cards for speaking order.

The Sergeant at Arms will attend the contestant's briefing and manage any props to be used during the contest.

If sound equipment is used, each contestant must be given an opportunity to learn how to use it and to test it prior to the start of the contest. This will require a longer briefing time.

♦ *Call to Order*

The Sergeant at Arms should give a 10-minute warning before calling the meeting to order. Once the meeting is called to order, he/she leads the pledge of allegiance and points out the location of the restrooms and emergency exits. He/she reminds attendees to turn off their cell phones and to refrain from taking pictures during the contest. Next, the SAA introduces the presiding officer (Contest Chair, Club President, Area or Division Director).

♦ *Presiding Officer*

The Presiding Officer welcomes dignitaries and introduces the Toastmaster for the first contest (Tall Tales, Humorous, Evaluation, or Table Topics- the International contest is the last contest of the event.) Note that dignitaries who are also contestants are **not** acknowledged at this time.

♦ *Toastmaster*

The Toastmaster will make some introductory remarks and ask the Chief Judge if everyone has been briefed and if the contest can begin. He/she will then give the contestants speaking order. Next, the Toastmaster introduces the first contestant by name, speech title, speech title, and name. For example, John Smith, the Sky is Blue, the Sky is Blue, John Smith.

The Toastmaster shakes hands with the contestant and leaves the stage. Timing starts when the contestant begins speaking or makes a meaningful gesture.

At the end of the speech, the contestant motions to the Toastmaster who returns to the stage and shakes the contestant's hand. He/she then calls for one minute of silence for the judges to mark their ballots.

At the end of the minute of silence, the Toastmaster introduces the next contestant in the same manner and repeats the process until all contestants have completed their presentations. He/she then calls for silence until all ballots have been collected and the Chief Judge and Vote Counters have left the room.

The Sergeant at Arms places props in the appropriate location during the minute of silence and removes them at the end of the speech.

♦ *Evaluation and Table Topics Contests*

If the contest is an Evaluation contest, it will start with a 5-7 minute speech from the guest speaker. Contestants will then be escorted out of the room by the SAA. Working independently, they will be given 5 minutes to complete their evaluations. At the end of the 5-minute period, the SAA will collect the contestant's notes. The first contestant will then be allowed back in the main room to give his/her evaluation. Contestants will remain sequestered until it is their turn to speak. The SAA will give them back their notes as they enter the main room.

During the 5-minute preparation time, the Toastmaster will interview the guest speaker.

If the contest is a Table Topics contest, contestants will be brought into the main room one at a time. The same question will be asked of each contestant.

♦*Combined Contests*

In a combined contest, each Area or Division contest will be completed sequentially. For example, the Division A Tall Tales is completed first. The Division B contest follows using the same Toastmaster, vote counters, judges, and timers. After the recess, the same sequence is used for the International contest.

♦ *The Chief Judge*

At the end of the contest, the Chief Judge will collect the timing sheets from the Timers. Once all ballots have been collected by the Vote Counters, he/she will lead them out of the room and return conduct of the contest to the Toastmaster.

The Toastmaster will lead a round of applause and interview the contestants. Contestants who are also competing in the International contest will **not** be interviewed at this time. With assistance from the Sergeant at Arms, the Toastmaster will give each participant a Certificate of Participation. Pictures may be taken at this time.

Upon completion of the interviews, the Toastmaster returns conduct of the meeting to the Presiding Officer.

♦ *The Presiding Officer*

The Presiding Officer will thank the Toastmaster and give him/her a Certificate of Appreciation and a small gift. He/she will then make any necessary announcements and call for a 10-15 minute recess.

♦ *Recess*

The recess gives attendees time to purchase raffle tickets and sample more food. At the appropriate time, the Sergeant at Arms will give a warning and then call for the contest to resume. He/she will remind attendees to turn off their cell phones and refrain from taking pictures. The SAA then turns conduct of the meeting back to the presiding officer.

♦ *Contest Resumes*

The Presiding Officer welcomes everyone back, acknowledges any dignitaries that may have arrived after the start of the contest, and introduces the Toastmaster for the International Contest. The Toastmaster will proceed as with each contestant as previously described. There will be one minute of silence between contestants. After all constants have spoken, there will be silence until all ballots have been collected and the Chief Judge and Vote Counters have left the room.

Once the Chief Judge has left the room, contestants are interviewed and presented with Certificates of Participation. The Toastmaster returns conduct of the contest to the Presiding Officer. The Presiding Officer will present a Certificate of Appreciation and a small gift to the Toastmaster. He/she then calls for or makes announcements regarding upcoming events and present Certificates of Appreciation to contest volunteers.

♦ *Awards*

The Presiding Officer recognizes the Sparkplug and Toastmaster of the Year for the club, Area or Division (For a description of the criteria for these awards, follow this link to the appropriate page on the website. D115tm.org/Toastmaster of the year.).

The Chief Judge will present the results of the voting to the Presiding Officer. He/she will then announce the winners and present the trophies. Pictures are taken at this time.

The Presiding Officer thanks everyone, reminds participants to pick up their raffle prizes, and adjourns the contest.

♦ *Clean-up*

The clean-up team returns the room to its pre-contest state. Leftover food and beverages can be dropped off at a homeless shelter. The trash should be emptied and deposited in the appropriate receptacle. Leave the facility as you found it.

TYPES OF SPEECH CONTESTS

♦ *Evaluation Contest*

The Evaluation Contest is a 2-3 minute evaluation of a speech presented by a guest speaker. The guest speaker gives a 5-7 minute prepared speech. At the end of the speech, the contestants leave the room. They are given 5 minutes to prepare their evaluation. At the end of the 5-minute period, the SAA collects the contestants' notes. He gives them back as the contestants take the stage to give their evaluations.

♦ *Humorous Contest*

The Humorous Contest is a 5-7 minute speech with a beginning, a body, and a close. It is not a comedic monologue or a series of one-liners.

♦ *Table Topics*

The Table Topics Contest is 1-2 minute response to an impromptu question. The same question is given to all contestants when they arrive on the stage. Prior to taking the stage, contestants are sequestered in a room separate from the main room.

♦ *Tall Tales*

The Tall Tales contest is a 3-5 minute wildly exaggerated story.

♦ *International*

The International contest is a 5-7 minute speech on a topic chosen by the contestant. The International speech contest must be conducted at all Districts. It is the only contest that extends beyond the District level. District winners move on to the Regional contests, the Semifinals and ultimately, they may compete in the World Championship of Public Speaking.

CONTEST LEVELS

♦ *Club*

All contests start at the club level. Club Presidents and the VP-Education organize the contest in accordance with the instructions provided in the most recent edition of the TI Speech Contest Rulebook (Item #1171). The club contest must take place before the Area Contest.

♦ *Area*

Winning club contestants move up to the Area Contest. An Area consists of 4-6 clubs. The timing of the contest should be coordinated with other Area and Division Directors to ensure that conflicting dates are not selected. In some cases, two Areas may decide to hold their contests together. This may require a larger venue and a different flow for the event.

♦ *Division*

Winning Area contestants move up to the Division contest. A Division consists of 4-6 Areas. The timing of the contest should be coordinated with other Area and Division Directors to ensure that conflicting dates are not selected. In some cases, two Divisions may decide to hold their contests together. This may require a larger venue and a different flow for the event.

♦ *District*

Winning Division contestants move up to the District contest. District 115 currently has four Divisions. District contests are coordinated with the Conference planning team.

♦ *World Champion of Public Speaking*

The winner of the District 115 International contest will go on to compete in the Regionals, Semifinals and (hopefully) the finals for the World Championship of Public Speaking. The contest is held at the TI annual meeting each year in August.

RESOURCES

Contest Items Available from TI

	Tall Tales	Evaluation	Humorous	Table Topics	International
Speech Contest Rulebook	#1171	#1171	#1171	#1171	#1171
Judges Ballot	#1181	#1179	#1191	#1180	#1172
Tiebreaking Judge	#1181A	#1179A	#1191A	#1180A	#1188
Judges Eligibility	#1170	#1170	#1170	#1170	#1170
Timers Report	#1175	#1175	#1175	#1175	#1175
Vote Counters Talley	#1176	#1176	#1176	#1176	#1176
Contestant Profile	#1189	#1189	#1189	#1189	#1189
Eligibility & Originality	#1183	#1183	#1183	#1183	#1183
Notification-Winner	#1182	#1182	#1182	#1182	#1182
Results-Chief Judge	#1168	#1168	#1168	#1168	#1168
Evaluation Notes		#1177			

♦ *Tracking Your Progress and Volunteers*

To keep track of your progress, you can hold videoconferences with the committee chairs using Zoom. Zoom.us is a free conferencing program that works on any personal computer. You can, of course also meet in person.

Another tool you may want to consider is Trello.com. Trello is a free project management tool that helps you track assignments.

If you prefer, you can use paper tracking tools like the table shown below. Whatever method you choose, you will need to follow up often with your team members to make sure the project stays on time and on track.

Role	Name	Club	Contact Info
Toastmaster 1			
Toastmaster 2			
Sergeant at Arms 1			
Sergeant at Arms 2			
Sergeant at Arms 3			
Registration 1			
Registration 2			
Timer 1			
Timer 2			
Vote Counter 1			
Vote Counter 2			
Vote Counter 3			
Chief Judge			
Judge 1			
Judge 2			
Judge 3			
Judge 4			
Judge 5			
Judge 6			
Judge 7			
Judge 8			
Judge 9			
Judge 10			
Tiebreaking Judge			
Raffle Master			
Raffle Assistant			
Decorations			
Food & Beverage			
Set-up/Clean-up			

♦ *Sample Budget*

The budget can be developed using historical data from past contests with modifications based on current information. For example, consider the sample budget below.

District 115 Division A Contest Budget

Revenues		
Attendance ($5 x 80)	$400	
Raffle	$400	
Total Revenues		$800

Expenses		
Venue	$100	
Food & Beverages	$150	
Trophies & Certificates	$300	
Signage & Printing	$200	
Decorations	$ 50	
Total Expenses		$800

This budget assumes 80 paid attendees and $400 in income from the raffle for a total income of $800. The estimated expenses total $800 for a net income of $0. Working with the previous contest chair you can modify his/her budget to account for current realities. If you are holding a combined contest, you can expect increased attendance. You should plan accordingly.

♦ *Soliciting Donations*

Toastmasters International is a non-profit organization. Donations are tax deductible. Most donations tend to be food, beverages, or raffle items, not cash. When soliciting donations, be prepared to offer proof of TI's IRS status. Here's a link to the TI designation letter that you can download and print. IRS Designation Letter

♦ *Liability Insurance*

TI carries a $2 million liability policy that covers sanctioned events, such as contests. The venue may ask you to provide proof of insurance. Here's a link to the policy that will answer any questions you may have. TI Liability Insurance

♦ *Photographer Best Practices*

Taking contest pictures to post on club, area, division or district websites memorializes the experience and generates excitement for future events. The following suggestions will help you maximize the experience. Do **NOT** take pictures during the speeches. Pictures should be taken only between speeches or during interviews, or award presentations.

- Arrive at the venue at least 30 minutes before registration opens
- Ensure that participants sign the photo release required by TI. This can be downloaded from TI. https://www.toastmasters.org/resources/photo-release-form

- It should be included as part of the registration sign-in.
- Stay at venue at least 30 minutes after the event ends
- Be sociable and group people in pairs or larger
- Use a telephoto (200mm) lens to take photos across the room
- Avoid using a flash in the daytime or a diffuser in the evening
- Review the process for the award photos with the contest toastmaster. There should be two photos for every set up. Place the club, area, division or district banner in the background
- Photographs should include:
    - All contestants
    - Contest winners with the Toastmaster, Area, Division or District Director
    - Combined shots of the winners of both contests

An Area contest will yield 50-100 pictures. A division contest, about 200 pictures and a district contest around 500 pictures. Pictures should be posted to an online account such as Google Photos. Be sure to review every photo before posting to remove any unflattering or inappropriate contents.

♦ *Raffle Master Best Practices*

- Arrive early. Make sure you have time to set up all tables & prizes before people start showing up to the event. Be ready to sell tickets!
- Make sure you have change – you may need to break a $100 bill
- Have enough room (tables) to display all prizes
- Have a variety of prizes
- Number clearly each prize sequentially
- Use large drink cups, numbered sequentially and corresponding to the numbered prizes as receptacles for tickets
- Talk up ticket sales – ask everyone to buy a ticket
- Have signage listing ticket prices
- Draw the winning tickets after the recess (have at least 2 people working together draw the tickets)
- Post winning tickets on poster board and/or tape tickets to the prize
- Have volunteers assist and verify winning tickets
- If there are unclaimed prizes, give them to the Area, Division, or District Director
- Give all money collected to the contest chair or presiding officer
- Be sure to have two different ticket colors if you have other raffles such as a 50/50

♦ *Contest Timeline*

The key to a successful contest is planning. Planning should start at least four months before the contest to ensure all tasks are completed in a timely manner. The spring conference is typically held in early May. The annual TI conference is held in August. All club, area, and division contests must be completed before the May conference. Division and Area Directors should coordinate their efforts to ensure that contest dates do not conflict with each other.

- 4 Months before the contest
  - Establish committee, select venue
  - Appoint Raffle Master
  - Collect raffle prizes, solicit donations
- 3 months before the contest
  - Establish theme, recruit volunteers
  - Hold a meeting with the committee and volunteers to map out your strategy
  - Establish a budget
  - Collect raffle prizes, solicit donations
- 2 months before the contest
  - Order trophies, certificates, other supplies
  - Collect raffle prizes, solicit donations
  - Hold a committee meeting to check progress
  - Send out a “Save the date” flyer
- 1 month before the Contest
  - Check in with committee
  - Purchase decorations, check signage
  - Follow up on pending tasks
- 1 week before the contest
  - Final check in with committee
  - Send out “Save the Date” reminder
  - Tie up any loose ends
  - Print program
  - Pickup food and beverages the day before the contest
- Day of the contest
  - Arrive early
  - Check sound system, flag, lighting, lectern, general readiness of the venue
  - Set up tables for raffle prizes and food
  - Decorate the venue
  - Set up/open registration
  - Enjoy the contest
  - Thank everyone and clean up the venue

CONTEST BEST PRACTICES

- Divide and conquer – combined contests mean half the work, half the cost, and twice the fun.
- Early bird gets the worm – get your date on the calendar early so your clubs have time to hold their club contests.
- Location, location, location – choose a location that is easy to access and free to use and get it reserved early. Check with your clubs' meeting locations to see if they are available. Some car dealerships and churches are free; also check office buildings where club members work (need room for about 40-50).
- If you feed them, they will come – have a nice array of food and drinks. See if one of your clubs is willing to sponsor the food in order to save money. Some grocery stores and bagel/coffee places may be willing to donate food if you ask early enough.
- Communication is key – make sure you get all forms out to your clubs and communicate deadlines to have required forms back to you. You will need time to get programs and certificates printed.
- Experience matters – your Toastmaster will determine the success of your contest, so make sure you choose someone with experience.
- Good help is hard to find – voluntell/delegate some duties to your club leadership or see if someone needs to chair an event as one of their leadership projects.
- Sell, sell, sell – have a raffle to bring in more people and funds to cover your costs – ask each club to donate 2 raffle prizes.
- Gifts please – make sure to purchase gifts or gift cards for your Toastmaster and Chief Judge. All other helpers should get Certificates of Appreciation.
- Protocol points – make sure all dignitaries get introduced and make sure your Toastmaster knows proper protocol/rules.
- Theme it – using a theme or contest color scheme is fun and makes it look more interesting.

Checklist

- ☐ Date and location confirmed
- ☐ Flyers made and distributed, posted on social media
- ☐ Toastmaster confirmed
- ☐ Support roles confirmed
- ☐ Forms from clubs received (eligibility and profile)
- ☐ Contest rule book (in case there is a protocol/rule issue)
- ☐ Programs
- ☐ Certificates
- ☐ Gifts for Chief Judge and TM
- ☐ Trophies

- Sparkplug and Toastmaster of Year awards
- Food and drinks
- Cooler and ice (if needed for drinks)
- Paper plates, cups, napkins and plastic ware
- Serving spoons or tongs for each food item
- Table cloths/décor (optional)
- Raffle tickets and bowl/hat/vase to keep tickets
- Pricing sign for raffle
- Timing cards or light
- Cash box for registration
- Small bills for change
- Dignitary list for introductions
- Gavel and lectern (if not available at location)
- Flag (if not available at location)
- Tables for registration/raffle/food (if not available at location)
- Pens
- Tape
- Trash bags

CONTEST FLOW/SCRIPT

Registration Assistants Start registration 60 minutes before contest start time

Chief Judge Start judge, timer, and vote counter briefings 30 minutes before contest start

Toastmaster Start contestant briefing and draw for speaking order 30 minutes before contest start

Sergeant-at-Arms Calls for 10 minute and 5 minute warning, calls contest to attention, leads pledge, asks for silence of cell phones, points out restrooms and exits, and introduces Area Director

Area Director(s) Welcomes, acknowledges dignitaries, and introduces Toastmaster

Toastmaster Warms up the audience (2-4 minutes) and then introduces the Chief Judge, asking "Madame/Mister Chief Judge, have all the judges, timers and vote counters been briefed?"

Chief Judge The Chief Judge states, "Mr./Madame Toastmaster, all the judges and functionaries have been briefed. Let the contest begin."

Table Topics-

Toastmaster Gives speaking order of the contestants and ask the SAA to escort all but the first contestant outside the room. Introduces each contestant by "name name". Repeat the question twice. (No other remarks are made.) This procedure is repeated for all contestants. Remember the one minute of silence between contestants. When all contestants are finished, Toastmaster asks for silence until the Judges have finished their ballots and the Chief Judge and Ballot Counters have left the room.)

The SAA will bring the next contestant back to the room when the contestant finishes. Make sure it's fair that all contestants start at the same position.

Evaluation-

Toastmaster Gives speaking order of the contestants. Introduce the test speaker by

"name, title of speech … title of speech, name." (No other remarks are made.)

[Test speaker gives the speech]

Toastmaster Asks the SAA to escort all contestants outside the room. Introduces each contestant by "name name". (No other remarks are made.) This procedure is repeated for all contestants. Remember the one minute of silence between contestants. When all contestants are finished, Toastmaster asks for silence until the Judges have finished their ballots and the Chief Judge and Ballot Counters have left the room.)

The SAA will bring the next contestant back to the room when the contestant finishes. Make sure it's fair that all contestants start at the same position.

Humorous/Tall Tale-

Toastmaster Gives speaking order of the contestants and introduces each contestant by "name, title of speech, title of speech, name." (No other remarks are made.) This procedure is repeated for all contestants. Remember the one minute of silence between contestants. When all contestants are finished,

Toastmaster asks for silence until the Judges have finished their ballots and the Chief Judge and Ballot Counters have left the room

##########

Toastmaster Asks for a round of applause for all contestants, and then interviews each in the order of participation (note: any contestant competing in both contests is not interviewed at this time), and gives each contestant a certificate of participation

Toastmaster Introduces Raffle Master

Raffle Master Promotes drawing and announces tickets are available for purchase until end of break.

Toastmaster Announces break

Sergeant-at-Arms Calls contest to attention after break and introduces the Toastmaster

International Speech Contest-

Toastmaster Warms up the audience (2-4 minutes) and then introduces the Chief Judge, asking "Madame/Mister Chief Judge, have all the judges, timers and vote counters been briefed?"

Chief Judge The Chief Judge states, "Mr./Madame Toastmaster, all the judges and functionaries have been briefed. Let the contest begin."

Toastmaster Gives speaking order of the contestants and introduces each contestant by "name, title of speech, title of speech, name." (No other remarks are made.) This procedure is repeated for all contestants. Remember the one minute of silence between contestants. When all contestants are finished, Toastmaster asks for silence until the Judges have finished their ballots and the Chief Judge and Ballot Counters have left the room

Toastmaster	Asks for a round of applause for all contestants, interviews each in the order of participation, and gives each contestant a certificate of participation.
Toastmaster	Thanks audience and calls on Area Director
Area Director	Presents gifts and certificates of appreciation to the Toastmaster and Chief Judge, and certificates of appreciation to other helper roles.
Area Director	Presents Sparkplug and Toastmaster of the Year awards and invites Division Director up to assist with trophies
Division Director	Reminds everyone of next level of competition, then announces if there were any disqualification due to time, and presents awards (runner up, then winner). ***THERE SHOULD NOT BE ANY OTHER ANNOUNCEMENTS AFTER THE WINNERS HAVE BEEN ANNOUNCED***
Division Director	Thanks audience and adjourns

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