



## CHECKLIST FOR AREA AND DIVISION SPEECH CONTESTS

### Planning

Check with your Division Director for the dates of the Division Contests and then set the dates for your four area contests as part of your calendar for the year. The Humorous Speech and Table Topics Contests should be held between August and September. The International and Evaluation contests should be held between February and March. All contests should be completed no less than 2 weeks prior to the Division Contest.

Appoint a host club and co-ordinator in the club (usually the club president) and acquaint the club with the District financial guidelines.

Select a venue and a suitable time to conduct the contest. Book the venue, negotiate costs and secure a written confirmation of all detail relevant to the contest.

Prepare a budget in conjunction with the host club. Submit the budget to the [Contest Budgets Officer](#) no less than 28 days prior to the contest date.

Study the Speech Contest Rulebook and refer to other documentation on the [District 90 website](#) relating to financial arrangements (including budgets) for contests.

## **Preparation and Promotion**

Send the contest details to the Division Director to arrange a website listing on the Division website and advise the [District 90 webmaster](#) of the contest date. Ensure all clubs have plenty of notice of the dates for the contests.

Prepare a contest flyer and send it to all the clubs in the Area/Division and to the Division Director.

Remind the contest chairman at the contest level below, to send the Notification of Contest Winners, Speaker's Certification of Eligibility and Originality and Biographical Data forms to you.

Ensure the contestants know the detail of the contest – venue, date and time.

Promote your contests through your clubs and club websites.

Invite special guests and send confirmation email/letter.

Prepare a program in conjunction with the host club.

Maintain a list of all expected attendees and give this to the door personnel collecting money. Include non-paying guests (judges, test speaker, District officers) on the list.

## **Provisions**

Organise and ensure all necessary equipment (in working order) and material is available for the contests -

- Club, Area and Division banners.
- Lectern
- Stop watch (plus spare)
- 2 x timing lights with spare batteries and back up timing cards
- Audio equipment if necessary
- Perpetual trophies – collect them and ensure that the latest winners have been engraved on the trophies
- Purchase supplies from Toastmasters Supplies Australia – trophies, certificates for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place (if issuing them), and certificates for participants.

- All Contest Documentation can be downloaded free from the Toastmasters International website - Speaker's Certification of Eligibility and Originality, Time Record Sheet and Instructions for Timers, Judge's Guide and Ballots (including tiebreaking forms) for all contests, Counter's Tally Sheet, Biographical Data Sheet, Notification of Contest Winner Form.
- Black felt pen for writing names of winners on certificates if applicable (or arrange Calligrapher)
- Numbered cards to draw for contestant order
- Speech Contest Rulebook
- Briefing notes for Chief Judge and Contest Chairman (refer [District 90 website](#))
- Folders containing Judge's Guidelines and Ballots, blank paper, an envelope, perhaps a Thank You card and a copy of the Speech Contest Rulebook.
- A folder containing 4 Timer Record and Instructions for Timers and the Speech Contest Rulebook
- A folder for the ballot counters with 4 Ballot Counter's Tally Forms and the Speech Contest Rulebook.
- Provide copies of the Contest Chairman Briefing notes to all contestants.

## **Personnel**

The Area Director is the contest chairman of the Area Contests and the Division Director is the contest chairman of the Division Contests. The contest chairman can delegate some of the duties to experienced members.

Appoint a chief judge, (at least 5 judges for an Area Contest and 7 for a Division Contest), a tiebreaking judge, 3 ballot counters and 2 timers. Note that no judge shall be a member of the club represented by a contestant.

For the Evaluation Speech Contest, appoint a test speaker (who should not be a member of your Area or Division or a relative or close friend of a contestant). The test speaker for the Area Contest is approved by the Division Director and the test speaker for the Division Contest is approved by the Program Quality Director.

The contest chairman can appoint a contest toastmaster to conduct the actual contest.

For both the Evaluation Speech Contest and the Table Topics Speech Contest, 2 Sergeant-at-Arms are required.

Advise all contest personnel in advance of their duties and ensure that you receive a confirmation that they are available and willing to undertake their roles.

### **Performance at the contest**

Get pre-paid registrations wherever possible, otherwise get the names of attendees (so you can follow up in the event of a no-show).

The contest chairman reviews the contest rules with the contestants, conducts a draw for speaking positions and acquaints the contestants with the speaking area as well as checking any special requirements. Briefing scripts are available on the [District 90 website](#).

The chief judge selects a tiebreaking judge, and briefs the judges, timers and counters. The briefing script is available on the District 90 website.

### **Post contest**

Check the takings with the host club and ensure that the host club makes payments to all suppliers.

Ask the host club to draw a cheque to cover the costs of the winner's participation at the next level of the contest and present this to the contest chairman (at the next level) at the end of your contest.

Notify local media of results together with a photo.

Send thank you notes to contest officials and special guests.

Complete the Notification of Contest Winners and send same to the contest chairman at the next level of the contest, together with the Speaker's Certification of Eligibility Biographical Data forms.

Wrap up the financial side by completing the Actual v Budget and notify the Budgets and Claims Officer of the financial outcome.

All the reference material needed can be found at [www.d90toastmasters.org.au](http://www.d90toastmasters.org.au).