

Club Speech Contest Guide



Club Speech Contest Guide



Spring Contest: International and Table Topics

Benefits of Contests

Contests provide club members with lots of benefits. It's also a great way to have people visit your club, an opportunity to hold a joint meeting with the clubs in your area, and in general, to get members out of their shells by getting them to speak to people not in their club. Your club can also work on two of its Distinguished Club Program (DCP) goals: contest speeches can count towards educational goals and well-run contests often bring in new members.

Club Contest vs. Appoint of Competitor

Clubs can have a contest or appoint someone to represent the club at the Area level. If a contest is held, **ONLY** the people who competed in that contest, in the order of winning, can advance to the Area contest if the first place contestant is unavailable. If none of those people are available, there is no representation at the Area contest. If a club appoints a representative, there is no "second place" person – that one representative is the **ONLY** person able to advance to the Area. A contest cannot then be held or a substitute appointed if the representative is unable to make the Area contest.

Who's Responsible?

At the club level, the VP Education. The area level, the area governor, division level, division governor and district level, district governor. This does **NOT** mean that these people run the whole contests themselves, however!!

Roles:

CL Credit	Role	Description
10	Contest Chair	Ultimately responsible for making sure that a contest actually happens. The Contest Chair can be the Club President, Vice President of Education or any Toastmaster that has the capacity to take on this responsibility.
6	Contest Master	Responsible for conducting the contest.
6	Chief Judge	Responsible for briefing the judges, timers, and working with the ballot counters. The Chief Judge is also the go-to person in the event of questions about contest rules.
N/A	Judges	Club contests need at least 4 judges.
N/A	Tie Breaking Judge	Unknown to all but the Chief Judge. There is a separate ballot for the Tie-breaker judge which is to be used only in the event of a tie.
N/A	Sergeant-at-Arms	Ideally there should be minimally two SAA for the Contest.
TT: 1 EV: 1, 2, 3 HUM/INT: 4, 5	Contestants	All clubs should be committed to having a contest twice a year and sending the winners to the Area Level and beyond. It is a great way to enhance the Toastmaster experience and push oneself to reach new goals.

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CL Credit	Role	Description
4, 5	Test Speaker	Someone who gives a speech that all of the Contestants evaluate during an Evaluation contest. Ideally, it is someone from a different club/Area/Division.
4	Timers	Two timers are required for a contest to make sure timing is conducted accurately.
N/A	Ballot Counters	At least two ballot counters are required to tally the votes of the judges along with the Chief Judge.

General information:

- Every Toastmaster in good standing may compete in the Humorous Contest. For the International Speech contest, the contestant must have six speeches completed from the Communication & Leadership manual. (If your club is newly chartered, there is an exemption from the six-speech requirement). District officers are not eligible to compete at any level.
- Speech must be original and any material incorporated from other sources must be cited.
- Humor should be used to enhance the speech. A series of one-liners isn't a humorous speech.
- Props-can be used, but not before the beginning of a speech.
- Timing begins when the contestant engages in definite verbal or nonverbal communication with the audience.
- Only the judges or contestants may protest any part of a speech.

Before the Contest:

Get your materials right away! Having the contest kits are very important to a smoothly run contest, with CURRENT RULES and CURRENT FORMS. Be sure to order a kit for each contest you are running, as the ballot forms for each contest are different. [You can download ALL contest materials.](#)

- Read the rule book and BOTH sides of the ballots for each contest.
- Post your contest information on your club's website.
- Consider the contest planning for your High Performance Leadership Project.
- If you don't have a volunteer to make a printed program, don't have one.

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- Don't put the names of the judges in the program or identify them prior to the announcement
- Don't put any educational credentials like CC, ACB, in the program.

During the Contest

- Don't introduce the contestants! Just name, title, title, name.
- Contestants shouldn't wear badges or name tags.

After the contest

- Announce the contest winners at the very end because people will leave as soon as the winners are announced.
- Provide the Area Governor with the Notification of Winner form and completed Speaker Eligibility forms

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Contest Supplies

Every Contest needs to have certain items to make it a success. Here is a list of things to keep in mind:

Room

- Lectern
- Flag
- Gavel
- Pens
- Audio-Visual/Sound System (if needed)
- Extension Cord (just in case for timing lights, sound equipment, etc.)

Chief Judges Packet

- Toastmaster Speech Contest Rules
- Certificates of Appreciation (Functionaries)
- Notification of Winners

Ballot Counter's Packet

- Tally Sheets (one for each contest)
- Calculators

Contest Master's Packet

- Speakers Eligibility & Originality Form
- Speakers Biographical Form
- Certificates of Participation (Contestants)
- Speaking Order Drawing Slips
- Scripts
 - [Humorous](#) / [Evaluation](#)
 - [Table Topics](#) / [International Speech](#)

Judges Packet

- Judging forms for each Contest – BOTH sides need to be copied
- Envelopes

Timer's Packet/Kit

- Timing Reports (two for each contest)
- 2 stop watches (one as a back-up)
- Timing lights
- Timing cards (in the event the lights don't work)

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Contest Master Briefing Notes: Contestants

- Review eligibility
- Make sure you have names and speech titles correct and pronunciation correct
- Make sure you know if any props, tables etc. are needed
- Review the timing, location of the timers and what mechanism will be used
- Give contestants time to check out sound equipment if they wish
- Remind them to make definitive beginning and endings
- Review how they will be introduced
- Review for Evaluation/Table Topics contestants, how they will be fetched, where they will wait (front of room? Back by door?) etc.
- Draw for speaking position

Chief Judge Briefing Notes: Judges (Tie-breaking Judge in private), Ballot Counters, SAA, Timers

A. Brief Judges

- Review Judges code of ethics
- Review eligibility requirements: member in good standing (International Speech: 6 speeches given)
- Have judges sign ballots immediately
- Review judging form
- Remind not to consider timing, previous exposure to speech or contestant
- Suggest folding ballots if you wish

B. Brief Ballot Counters

- After two minutes of silence at the end stand and begin to collect ballots
 - Hold up number of fingers for the ballots you have so the chief judge can count and make sure all are collected and accounted for
 - Leave room with Chief Judge when all ballots have been collected
 - Complete the Ballot Counter form
 - Check that all ballots are validly completed:
 - 1) signed and with names of judge clearly legible
 - 2) have indicated 1st, 2nd and 3rd place winners
 - 3) have names of winners accurately spelled
- After eliminating any invalid ballots, one ballot counter reads the names and ranking, the other one completes the form. Then swap to double check. Total bottom and double check result.

C. Brief the Sergeant at Arms

- Make sure they know what doors have to be guarded and that if signage is needed that signs are put up
- Review where evaluation contestants are being put and whether room is comfortable and prepared
- Review who is going to escort contestants, how they will time the 5 minutes allowed when all contestants have reached the room, and who will connect with the contest master to bring contestants in.

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D. Brief the timers

- Make sure the timers know what devices are being used and how to use them
- One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
- The signaling device must be in full view of each contestant.
- The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Time Record Sheet and Instructions for Timers.
- The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

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Table Topics and International Speech Contests

Open Meeting

- Pledge
- Recognition of visitors and dignitaries

Introduction of Contest Master

Table Topics Contest (1-2 minutes)

- *There will be one minute of silence between contestants, during which time the judges will mark their ballots.*
- *There will be two minutes of silence after the last contestant for the judges to complete their ballots.*

Order	Contestant
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Break

International Speech Contest (5 – 7 minutes)

- *There will be one minute of silence between contestants, during which time the judges will mark their ballots.*
- *There will be two minutes of silence after the last contestant for the judges to complete their ballots.*

Order	Contestant
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Interview Contestants

- *There will be five minutes of interviews, presentation of participant certificates and announcements*
- *Ballots will be counted during this time.*

Announces Contest Winners

ANNOUNCEMENT OF CLUB CONTEST WINNERS

Announce 3rd place only when there are 5 or more contestants.
Make **ALL** announcements prior to reading the list of winners
as this should be the very last thing done.

Reminder 1st and 2nd place winners need to meet with Chief Judge after the contest.

Table Topics Contest

Our **third place** winner of the Table Topics Contest is

Our **second place** winner of the Table Topics Contest and the person who will represent our Club at the Area Contest if the winner is unavailable is

Our **first place** winner of the Table Topics Contest and the person who will represent our Club at the Area Contest is

International Speech Contest

Our **third place** winner of the International Speech Contest is

Our **second place** winner of the International Speech Contest and the person who will represent our Club at the Area Contest if the winner is unavailable is

Our **first place** winner of the International Speech Contest and the person who will represent our Club at the Area Contest is

Adjourn Contest

Evaluation Contest

Name: _____
Please Print



Evaluation Contest

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Humorous Speech Contest

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Humorous Speech Contest

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Humorous Speech Contest

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Table Topics Contest

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International Speech Contest

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