

Guide to Running a Club Speech Contest

Fall Contest: Humorous Speech and Evaluation
 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:

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.
Contest Master	Responsible for conducting the contest.
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.
Judges	Club contests need at least 4 judges.
The 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.
Sergeant-at-Arms (SAA)	Ideally there should be minimally two SAAs for the Contest.
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.

- Don't put the names of the judges in the program or identify them prior to the announcement
- If you don't have a volunteer to make a printed program, don't have one.
- Consider the contest planning for your High Performance Leadership Project.
- Post your contest information on your club's website.
- Read the rule book and BOTH sides of the ballots for each contest.
- Order 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 order online at www.toastmasters.org, by phone (949) 858-8255 or fax (949) 858-1207.

Before the Contest:

- Only the judges or contestants may protest any part of a speech.
- Timing begins when the contestant engages in definite verbal or nonverbal communication with the audience.
- Props-can be used, but not before the beginning of a speech.
- Humor should be used to enhance the speech. A series of one-liners isn't a humorous speech.
- Speech must be original and any material incorporated from other sources must be cited.
- 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.

General information:

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.
Timers	Two timers are required for a contest to make sure timing is conducted accurately.
Ballot Counters	At least two ballot counters are required to tally the votes of the judges along with the Chief Judge.

- 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

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
- Envelopes

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)

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

- 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 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 – 6 speeches given, member in good standing.
 - 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.
- 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.

Motorola Toastmasters Club
Humorous Speech and Speech Evaluation Contests
Auditorium #1
August 21, 2007 12:00 – 1:00 PM



Diana Patton

Open Meeting, Pledge

Diana Patton

Recognition of visitors and dignitaries, and Helpers

Betty Miller

Chief Judges Briefing

Speakers are listed in alphabetic order.
Speakers will draw for speaking order prior to contest

There will be one minute of silence between contestants, during which time the judges will mark their ballots.

Test Speaker
(5-7 minutes)

Interviews Test Speaker

Diana Patton

Evaluation Contest
(2-3 minutes)

Contestants: Steven Johnson, William Thomson

Humorous Speech Contest (5 – 7 minutes)

Contestants: John Bergs, David Watkins

Interviews Contestants

Diana Patton

Announces Contest Winners (both categories)

Diana Patton

Helpers

Timers

Sathya Thiruvallari

Sergeants at Arms

Mark White

Vote Counter

Sathya Thiruvallari
Curtis Wales
Yvette Powers
Curtis Wales

HUMOROUS SPEECH AND EVALUATION CONTEST

Presiding Officer/ Sergeant-at-Arms (or other): _____ calls meeting to order.
Presiding Officer/ Sergeant-at-Arms (or other): _____ calls for _____ to give inspiration & lead
pledge of Allegiance.
Presiding Officer/ Sergeant-at-Arms (or other): _____ introduces Contest Master: _____

CONTEST MASTER

– Opening remarks

Recognizes dignitaries: District/Division/Area Officers

THE CHIEF JUDGE WILL NOT BE CALLED UPON TO HANDLE BRIEFING OF AUDIENCE. THE CONTEST MASTER IN SCRIPT BELOW WILL HANDLE AUDIENCE BRIEFING.

(Announce:)

“We will have two contests: Humorous Speech Contest and the Speech Evaluation Contest. The first contest will be the Speech Evaluation Contest. When that contest has concluded we will have a 10 minute break. After the break, we will conduct the Humorous Speech Contest.”

EVALUATION CONTEST

(Announce:)

“The purposes of the Evaluation Contest are to encourage development of evaluation skills, to recognize the best as encouragement to all, and to provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

In the interests of time, we will conduct both contests using the same procedure as Toastmasters International uses in conducting the International Speech Contest. The judges, contestants, functionaries, and sergeants-at-arms have been fully briefed on the rules. The contestants have been informed of the location of the timing lights.

There will be no photography during the contest. The sergeants-at-arms are instructed to close the doors and not admit anyone while the speakers are giving their presentations. You may do so if time permits during the minute of silence between presentations. Please turn off your cell phones and pagers for the duration of this contest.

Timers, please make a last check of the timing lights

Protests are limited to judges and contestants. The decision of the judges is final. Announcement of the results is final.

“We will now give our speech evaluation contestants five minutes to complete their evaluations. Ms./Mr. Sergeant at Arms will you please escort the contestants out of the room and time five minutes for them beginning when they

(Announce:)

Shake hands with test speaker, be seated and listen to test speaker's 5-7 minute speech. Lead applause and shake their hand when speech is over. The test speaker returns to their seat.

Note: The test speech should be either a contest-type speech, or taken from one of the assignments in the basic Communication and Leadership Program manual. Neither the manual project nor any objectives that the test speaker may have shall be made known to the contestants, judges, or audience.

Test Speaker's name: _____

Speech Title: _____

Speech Title: _____

Test Speaker's Name: _____

Please help me welcome to the lecturer

Ladies and Gentlemen, Let's give our attention to the test speech:

Are the timers ready?

The contest will begin with a test speech. Following the test speech, the contestants will be escorted by the sergeant-at-arms to a preparation room where they will have 5 minutes to prepare their evaluations. At the end of the 5 minutes, the sergeant-at-arms will collect the notes from all of the contestants except the first one. The first contestant will be escorted back to this room to give the evaluation. The other contestants will receive their notes back as they are introduced to present their evaluations. There will be one minute of silence between contestants for the judges to mark their ballots. During that time, you may quietly enter or leave the room. Please do not talk during this time. At the conclusion of the contest, the ballot counters will collect the judges' ballots. The timers will deliver their reports to the chief judge.

1	_____	4
2	_____	5
3	_____	6

The contestants have drawn their speaking positions. The order is:

“May we have one minute of silence (signal timer) while the judges mark their ballots.”

(First contestant will give his evaluation)

Name: _____
Evaluation Contestant Number 1, Evaluation Contestant Number 1,

Name: _____

Wait for one minute of silence before announcing first contestant.

“We will now begin the Speech Evaluation Contest. Time Keepers, please time one minute of silence for the first contestant now.”

(Announce:) “We are ready to hear from our evaluation contestants. There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, WHEN I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.”

Lead applause.
ASK THE TEST SPEAKER A FEW QUESTIONS BY USING INFORMATION PROVIDED ON THE BIOGRAPHICAL FORM.
When the timer has indicated 5 minutes are up, begin wrapping up the interview of test speaker, present certificate of appreciation and shake their hand. Lead applause. Test speaker will be seated.

(Announce:) “While the evaluation contestants complete their evaluations, we will get to know our Test Speaker; please help me welcome _____ (Test Speaker’s name) back to the lectern.”

Allow the Sergeant at Arms enough time to escort Speech Evaluation contests from room. After they have left the room, begin the following announcement.

We will also ask our timers in this room to begin timing 5 minutes.”
room.
are seated. When that five minutes is over, escort our first contestant back to this

*** Call for a 10 minute break ***
Contest Master congratulates all contestants and calls for applause.

(Lead applause when Chief Judge, and Ballot Counters make their exit).

Chief Judge picks up the timer's report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.

"Everyone please remain silent." The judges are instructed to complete their ballots, sign them, put them in their envelopes and hold them for collection by the ballot counters. The timers will deliver their reports to the chief judge."

(Announce:)

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow one additional minute of silence for the judges to complete their ballots.

Wait for one minute of silence before announcing next contestant.

"May we have one minute of silence (signal timer) while the judges mark their ballots."

(Second contestant will give his evaluation)

Contestant Number 1

Name:

Name:

Contestant Number 1

Wait for one minute of silence before announcing next contestant.

HUMOROUS SPEECH CONTEST

(Announce:)

“Please be seated for our next contest.”

“Now we will conduct the Humorous Speech Contest.”

(REMIND AUDIENCE :)

“The purposes of the Humorous Speech Contest are to provide an opportunity for speakers to improve their speaking abilities, to recognize the best as encouragement to all, to provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training, and to recognize the value of humor in speaking.

If you used your cell phone during the break, please ensure that it is on silent alarm or, better yet, turn it off. Once the contest has begun, the Sergeant at Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest. After the contest, please do not leave the room until it is determined that all ballots have been collected. Please check to see if any devices such as cell phone or pagers need to be turned off or silenced since the break.”

(Announce Speaking Order:)

The contestants have drawn their speaking positions. The order is:

Contestant No.1

Contestant No.2

Contestant No.3

Contestant No.4

Contestant No.5

Contestant No.6

We will proceed with the Humorous Speech Contest.

There will be one (1) minute of silence before the first contestant and between each contestant. Time Keepers, WHEN I advise you to do so, please signal me with the green light when one (1) minute is up. After all contestants have spoken, the judges will be given all the time they need to complete their ballots.

Contest Master congratulates all contestants and calls for applause.

Chief Judge picks up the timer's report and the tie breaker ballot then leaves the room with the ballot counters to tabulate the results.

(Announce:) "Everyone please remain silent for the judges to complete their ballots and the ballots have been collected by the Vote Counters."

Repeat this introduction and conclusion for each contestant, including the final contestant. After the final contestant, allow one additional minute of silence for the judges to complete their ballots.

Wait for one minute of silence before announcing next contestant.

"May we have one minute of silence (signal timer) while the judges mark their ballots."

(First contestant will speak)

Contestant name: _____
Speech title: _____
Speech title: _____
Contestant name: _____

"Ladies and Gentlemen, our first contestant

Note: Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence.

Wait for one minute of silence before announcing first contestant.

We will now begin the Humorous Speech Contest. Time Keepers, please time one minute of silence for the first contestant now.

“This contest is adjourned!”

(Announce:)

READ THE WINNER INFORMATION EXACTLY AS PRINTED ON FORM.
 NO MORE COMMENTS OR ANNOUNCEMENTS WILL BE MADE FOLLOWING THE ANNOUNCEMENT OF WINNERS.
 STATE THE CONTEST IS ADJOURNED IMMEDIATELY FOLLOWING THE ANNOUNCEMENT OF WINNERS.

- Humorous Speech Contest
- Evaluation Contest

“And now the moment we have all been waiting for. The announcement of the winners. . . .”

The first and second place winners will need to see the contest Chief Judge following announcement of winners in order to complete necessary paper work.

(Announce:)

Contest Master announces winners in the order: third place, second place, and first place. Note: All levels of contests must abide by the Speech Contest Rules which state: “In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.” In other words, even if there are only three contestants, the second and first place winners must be announced.

After results have been tabulated, **Contest Master** announces time disqualification, if any, without naming the contestant.

Contest Master congratulates all contestants as a group and calls for applause.

PRESENT CERTIFICATES

- Evaluation Contest Participants
- Humorous Speech Contest Participants
- Functionaries (Not the Judges)

SHAKE HANDS