

**EVALUATIONS AND INTERNATIONAL
SPEECH CONTESTS – BRIEFINGS**

qualitycontest@d50toastmasters.org

D50 Contest Chair Briefing, Spring 2019

DAY OF CONTEST:

Verify participants:

- ✓ Contest Chair
- ✓ Contest Master
- ✓ Timers
- ✓ Sergeants at Arms
- ✓ Contestants
- ✓ Contest Chief Judge (Judges are the Chief Judges' responsibility to recruit and verify)

Location:

- ✓ Begin in a separate room for initial briefing (starting in the main room is distracting for contestants, and can be interrupted by attendees)
- ✓ Finish briefing in the Main Room near Stage so contestants can view the timing lights/cards from the stage and become familiar with the stage area.

Contest Chair will provide the following:

- ✓ Eligibility Forms
- ✓ Bio Forms
- ✓ Video Recording Release Sheet
- ✓ Speaker Order (Separated into individual parts)
- ✓ Certificates of Participation

Extra items to have on hand:

- ✓ Copy of Program
- ✓ Contest Chair Briefing
- ✓ Contest Master Script
- ✓ Contest Rulebook
- ✓ Pens, Pencils, Paper
- ✓ 3 X 3 Cards
- ✓ Timing Watches
- ✓ Timing Cards or Lights

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BEFORE THE BRIEFING:

1. Check the International website to make sure the contestants are listed as eligible to compete. You must be logged in to access the checker.
<https://www.toastmasters.org/speech-contest-eligibility-checker>
2. Start the contestant and sergeant-at-arms briefings in a separate room, then move to the stage and contest area for the second part of the briefing. This will give you a quiet space to fill out and collect forms and will keep interruptions and distractions to a minimum.
3. Cut out the Drawing Forms and have two sets ready for the Evaluation and International contestants.

NOTES:

- Any questions the day of the contest, please consult the Contest Chief Judge and the District Representative.
- You will be holding two briefings for all contests.
- Please meet with the Contest Chief Judge concerning when the Timers will be briefed, as they are valuable to the last portion of your briefing.
- Immediately following the dismissal of the contest, the District Representative will hold a contest debrief with the Contest Master, Contest Chair, Area Director, Division Director, and Chief Judge to go over concerns and successes of the completed contest.

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CONTEST CHAIR

SERGEANT AT ARMS BRIEFING

ATTENDEES: SERGEANTS AT ARMS, CONTEST MASTER (ON THE SIDE)

(Announce)

**Welcome to the sergeant at arms briefing for the Area / Division
name contest.**

We will need helpers to stand by the door, escort the contestants to a separate room for the Evaluations Contest, a Runner from contestant room to stage area, and on the stage area to handle props?

Write in your program where each of the Sergeants at Arms will be located during the contest.

(Announce)

Standing by the Door: Sergeants at Arms stationed at the door(s) are only to let people go in or out during the moments of silence. The doors must remain closed during the speeches to avoid distracting the speakers.

Sequestered Contestant Room for Evaluations: Sergeants at Arms stationed with the sequestered contestants will remain in the room until the last contestant leaves. The purpose of sequestering the contestants is to keep them from hearing the Evaluations presented by other contestants until it is their turn onstage.

Stationed at the stage: Sergeant at Arms stationed at the stage is to aid contestants in the event assistance in needed getting on and off an elevated stage. You will also be responsible for escorting contestants at the side of the stage during the one minute of silence before the Contest Master calls them up.

Sergeants at Arms handling props are to make sure any contestant props are set up or removed during the one minute of silence.

Any questions?

Thank you all for participating.

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CONTESTANT BRIEFING

ATTENDEES: ALL CONTESTANTS (FOR BOTH CONTESTS), SERGEANTS AT ARMS, CONTEST MASTER (ON THE SIDE), AND TIMERS (SEATED AT LIGHTS)

CONTEST CHAIR

(Announce)

Welcome to the contestant briefing for the Area / Division name _____ contest. Does everyone have a pen?

Distribute the Eligibility Forms.

Eligibility forms must have name and signature, club name and/or club number, phone number, and email.

Please complete the Eligibility forms and return to me.

If you are competing in both contests, you will need to fill out TWO eligibility forms, one for each contest.

When the Eligibility Forms have been completed and returned:

Are you a member in good standing in a club of good standing? (Membership dues are current and paid to club and international,).

Distribute the Bio Forms.

Please complete the BIO forms and return to me prior to the start of the contest.

Any questions?

Will anyone be recorded? Please complete the Video Recording Sheet, if you are, and return to me.

If ANY contestant is being recorded, then ALL contestants must sign the form as acknowledgement, even if not being recorded.

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Important facts you need to know about the contest are:

- Timing begins with the first word or deliberate gesture deemed part of the speech.
- The Green Light or Card will be displayed when the minimum time has been reached.
- The Yellow Light or Card will be displayed when the midpoint time has been reached.
- The Red Light or Card will be displayed when the final time has been reached.

Speech Contest Times are:

Evaluations

Green at 2 Minute (Green)

Yellow at 2 Minutes 30 Seconds (Yellow)

Red at 3 Minutes (Red)

International

Green at 5 Minutes (Green)

Yellow at 6 Minutes (Yellow)

Red at 7 Minutes (Red)

- There will be no indication when a speaker goes over time. Timing stops when the speaker stops talking or ends using a deliberate gesture deemed part of the speech.

Any questions about timing?

We will view the timing lights when we review the speaking area.

No name badges, educational indicators, or Toastmaster pins of any kind can be worn by the contestants. Please remove those now.

If you want to lodge a protest, you must do so BEFORE the winners are announced. You will need to talk to either the Contest Chair or the Chief Judge. These are the only people that can handle protests. Once winners are announced, the results are final.

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(Announce)

We will now draw the speaking order.

Have the contestants draw numbered slips, first the Evaluation contestants, then the International contestants. Keep these separate!

If you are in the Evaluation contest, please write your name on the slip of paper and return to me. For International contestants, please write your name and speech title on the slip and return to me.

Once all of the contestants have returned their slips, give them to the Contest Master.

Move the briefing to the main stage.

We will now review the speaking area. The speaking area is from [here] to [here]. Timers, please turn on the lights. Can all speakers see the timing lights?

Have the speakers come on stage one at a time to view lights and make sure they can be seen clearly. If necessary, move timers so they are closer or can be seen more clearly by contestants or switch to timing cards instead.

Please welcome the Contest Master for today who will be checking the pronunciation of your names and titles.

Have the speakers come on stage one at a time to view lights and make sure they can be seen clearly. If necessary, move timers so they are closer or can be seen more clearly by contestants.

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CONTEST MASTER

(Announce)

When you arrive during the minute of silence, please stand here.

Show the side of the stage.

I will call Evaluation Speech contestants like this:

"Contestant #___, Name, Name, Contestant #___."

I will call International Speech contestants like this:

"Name, Speech Title, Speech Title, Name."

Practice saying their name, speech title, speech title, name, and write down pronunciations if needed.

I will then motion you on to the stage, shake your hand, and sit down. You can begin speaking after I sit down. Did I say your name and speech title correctly?

During the meet the contestant portion of the contest, I will be asking you on stage.

If you are competing in both contests, you will come up during the second meet the contestants segment.

I will ask your name, club you represent, your Toastmaster education level or how many speeches you have given, and a question of my own choosing.

The Contest Chair will take over from here.

Call the contest Chair back to the Stage

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CONTEST CHAIR

(Announce)

Thank you Contest Master.

A few more things concerning the contest...

The Sergeants at Arms will handle the following:

- **Sergeants at Arms stationed at the door are only to let people go in or out during the one minute of silence.**
- **The doors will remain closed during the speeches.**

Sergeants at Arms stationed in the sequestered contestant room will remain until the last contestant leaves.

The Runner will escort the next contestant during the one minute of silence.

Sergeants at Arms stationed at the stage are to assist contestants in the event assistance in needed getting on and off an elevated stage. They will also be responsible for escorting a contestant at the side of the stage during the one minute of silence before the Contest Master calls the contestant to the stage.

Sergeant at Arms handling props are to make sure the props are set up during the one minute of silence.

Any questions?

Does anyone have any props for their speeches? If so, please meet now with the Sergeants at Arms handling props. Everyone else is dismissed.

Have a great contest!

Leave the Sergeants at Arms handling props with the contestants.

Communicate to the Contest Chief Judge that the contestants and Sergeants at Arms have been briefed.

If needed, conduct a short briefing with the Contest Chief Judge and the Contest Master concerning any questions or concerns the three of you have prior to the contest.