

Toastmasters Contest Chair Checklist

6 Weeks Before the Contest

1. Pick a location for the contest. Make sure it has a quiet room for counting ballots and holding a debriefing meeting.
2. Email the District Chief Judge to assign a Contest Chief Judge, who will select the judges.
3. Create a flyer for the contest. Use ideas from the D50 Contest Page (include a hyperlink to the contest page or flyer).
4. Choose an experienced Contest Master who knows the contest script and is not from a club in your contest area.
5. For the Evaluation Contest, select a Test Speaker from outside the contest clubs.
6. Check that all speakers are eligible to compete using Toastmasters International's eligibility tracker.
7. Pick two timers who are not members of the contestants' clubs.
8. Choose two or three Sergeants at Arms to help set up and guide contestants during the event.
9. Select three ballot counters from different clubs.
10. Choose two people to help at the sign-in table.
11. Refreshments are optional but nice to have. If you provide refreshments, arrange a clean-up crew.
12. Start Building Program and Agenda with a Spreadsheet: As you assign roles (e.g., Contest Master, Test Speaker, timers, etc.), begin creating the contest program and agenda. Use a spreadsheet to track role assignments, including names, contact info, and confirmation status. Update the program as each role is filled to ensure accuracy.

1 Week Before the Contest

1. Confirm that all helpers and contestants are ready to participate.
2. Complete the contest program and email it to the Quality Contest Team for approval.
3. Print a dignitary list and sign-in sheets from the district website.
4. Have timing lights or cards ready. A mobile device can also be used for timing.
5. Bring an American flag for the Pledge of Allegiance.
6. Bring awards and certificates for the winners.
7. Review the Contest Chair Briefing slides on the D50 Contest Page.
8. Set up an online briefing for contestants and helpers. The Contest Chief Judge must attend this meeting to brief all helpers.

Day of the Contest

1. **BRING A COPY OF THE 2025-2026 CONTEST RULE BOOK.**
2. Arrive early at the contest location to set up.
3. Set up a refreshments table if you're providing food or drinks.
4. Test the timing lights or cards to ensure they are visible to everyone.
5. Show contestants the speaking area and tell the Sergeants at Arms where to stand.
6. Enjoy the contest! Take notes on what goes well and what could be improved for the debriefing.
7. After the contest ends, hold a debriefing meeting led by the Contest Chief Judge. All helpers, the Contest Chair, and the Contest Master must attend—this is mandatory.