

## District 8 Toastmasters - Contest Script/Planning Grid

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### 2 Months Before

<b>1.</b>	<b>Arrange for Date &amp; Place</b>	<input type="checkbox"/>
<input type="checkbox"/>	Date:	
<input type="checkbox"/>	Place:	
<input type="checkbox"/>	Briefing Start:	
<input type="checkbox"/>	Contest Start:	
<b>2.</b>	<b>Print and Read Current Contest Rulebook</b>	<input type="checkbox"/>
<b>3.</b>	<b>Recruit Volunteers and Confirm Contest Chair</b>	<input type="checkbox"/>
	If no Contest Chair, planning duties default to:	
	Club: VPE	
	Area: Area Director	
	Division: Division Director	
	District: LGET	
<b>4.</b>	<b>Recruit Volunteers and Confirm Judges</b>	<input type="checkbox"/>
	Minimums:	
<input type="checkbox"/>	5 Judges for Club and Area	
<input type="checkbox"/>	7 Judges for Division and District	
	Best Practices:	
<input type="checkbox"/>	Have an additional Tie-Breaking Judge ready	
	Recruit judges from outside the contest Area and Division. If not, you will need equal representation from all participating Areas and Divisions.	

### 1 Month Before

<b>5.</b>	<b>Recruit Volunteers and Confirm Judges</b>	<input type="checkbox"/>
<input type="checkbox"/>	Contest Master	
<input type="checkbox"/>	Chief Judge	
<input type="checkbox"/>	Invoker (optional)	
<input type="checkbox"/>	Pattern Speaker (Evaluation Contest Only)	
<input type="checkbox"/>	Timer	
<input type="checkbox"/>	Timer	
<input type="checkbox"/>	Ballot Counter	
<input type="checkbox"/>	Ballot Counter	
<input type="checkbox"/>	Ballot Counter	
<input type="checkbox"/>	SAA	
<input type="checkbox"/>	SAA	
<b>6.</b>	<b>Order Trophies (if applicable)</b>	<input type="checkbox"/>
<b>7.</b>	<b>Print Contest Forms</b>	<input type="checkbox"/>
<input type="checkbox"/>	Contest Rule Book – p. 1	
<input type="checkbox"/>	Biographical Info Sheet - p. 15	
<input type="checkbox"/>	Certification of Eligibility - p. 15	
<input type="checkbox"/>	Judges Certification Forms - p. 7	

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<input type="checkbox"/>	Judging Ballots (as appropriate)	
<input type="checkbox"/>	International Speech - p. 7	
<input type="checkbox"/>	Evaluation - p. 7	
<input type="checkbox"/>	Humorous Speech - p. 7	
<input type="checkbox"/>	Table Topics - p. 7	
<input type="checkbox"/>	Sign-in Sheet	
<input type="checkbox"/>	Tie Breaking Judge Ballot (as appropriate)	
<input type="checkbox"/>	International Speech - p. 1	
<input type="checkbox"/>	Evaluation - p. 1	
<input type="checkbox"/>	Humorous Speech - p. 1	
<input type="checkbox"/>	Table Topics - p. 1	
<input type="checkbox"/>	Timing Record Sheets - p. 2	
<input type="checkbox"/>	Ballot Counter Tally Sheet – p. 2	
<input type="checkbox"/>	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Place Certificates (as appropriate):	
<input type="checkbox"/>	International Speech	
<input type="checkbox"/>	Evaluation	
<input type="checkbox"/>	Humorous Speech	
<input type="checkbox"/>	Table Topics	
<input type="checkbox"/>	Certificates of Appreciation - p. 20	
<input type="checkbox"/>	Certificates of Speech Participation - p. 15	
<input type="checkbox"/>	Notification of Contest Winners - p. 2	

### 3 Weeks Before

<b>9.</b>	<b>Confirm winners from previous level (if applicable)</b>	<input type="checkbox"/>
<b>10.</b>	<b>Send Bio &amp; Eligibility Forms out to Contestants &amp; Judges</b>	<input type="checkbox"/>
	Ask contestants to bring completed forms to the contest; include form links	
<b>11.</b>	<b>Confirm with TM International that all contestants qualify to compete in the contest.</b>	<input type="checkbox"/>
<b>12.</b>	<b>Send reminder out to contestants and functionaries</b>	<input type="checkbox"/>

### 2 Weeks Before

<b>13.</b>	<b>Create Contest Program/Agenda</b>	<input type="checkbox"/>
<b>14.</b>	<b>Print enough copies for your contest</b>	<input type="checkbox"/>
<b>15.</b>	<b>Send a copy to the Contest Master &amp; Chief Judge</b>	<input type="checkbox"/>

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### 1 Week Before

<b>16.</b>	<b>Create Contest Master Folder</b>	<input type="checkbox"/>
	This folder should include:	
<input type="checkbox"/>	Certificates of Appreciation for all functionaries, except the judges	
<input type="checkbox"/>	Completed Certificates of Participation	
<input type="checkbox"/>	Completed Contestant's Bio Forms	
<input type="checkbox"/>	Completed Pattern Speaker Bio – (Evaluation Contest Only)	
<input type="checkbox"/>	Cards/Numbers to draw for speaking order	
<input type="checkbox"/>	Briefing Script and Agenda/Program	
<b>17.</b>	<b>Create Chief Judge Folder</b>	<input type="checkbox"/>
<input type="checkbox"/>	This folder should include a folder for each Judge including:	
<input type="checkbox"/>	A Judge's Ballot for each Contest	
<input type="checkbox"/>	A Judge's Certification Form	
<input type="checkbox"/>	An envelope to dispose of the top portion of Ballot	
<input type="checkbox"/>	Briefing Script and Agenda/Program	
<input type="checkbox"/>	Completed Certificates of Appreciation for Judges	
<input type="checkbox"/>	Timers Sheets	
<input type="checkbox"/>	Ballot Counters Sheets	
<input type="checkbox"/>	Notification of Winner Sheets	
<b>18.</b>	<b>Create an Extra Forms Folder</b>	<input type="checkbox"/>
	Recommend completing the Appreciation and Participation forms before the day of the contest.	
<b>19.</b>	<b>Arrange for Food/Drink (as appropriate)</b>	<input type="checkbox"/>

### Day of Contest

<b>20.</b>	<b>Allow at least 30 minutes to get things organized</b>	<input type="checkbox"/>
<input type="checkbox"/>	Make any adjustments to room set-up	
<input type="checkbox"/>	Set out food & drink (as needed)	
<input type="checkbox"/>	Set out trophies, banners, and flag (as needed)	
<input type="checkbox"/>	Set out programs/agendas	
<input type="checkbox"/>	Check off contestants & functionaries as they arrive	
<input type="checkbox"/>	Make necessary changes to Appreciation and Participation Certificates	
<input type="checkbox"/>	Check with Contest Master & Chief Judge to see if they need anything	
<input type="checkbox"/>	Give Contest Master & Chief Judge their folders	
<input type="checkbox"/>	Help Contest Master list all Dignitaries present in the room. Introduce all Dignitaries at the end of the contest from highest rank to lowest.	

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<b>21.</b>	<b>Contest Master Responsibilities</b>	<input type="checkbox"/>
<input type="checkbox"/>	Brief the Contestants & SAA's – Use briefing script on district site	
<input type="checkbox"/>	Review speech criteria	
<input type="checkbox"/>	Determine Speaking Order	
<input type="checkbox"/>	Review Bio Sheets	
<input type="checkbox"/>	Check Speech Titles	
<input type="checkbox"/>	Check the pronunciation and spelling of names	
<input type="checkbox"/>	Review Pattern Speaker Bio Sheet – Evaluation Contest Only	
<input type="checkbox"/>	Cover Speaking Area	
<input type="checkbox"/>	Review and practice the use of the microphone – If needed	
<input type="checkbox"/>	Determine which SAA will escort the T/T or Evaluation Contestants	
<b>22.</b>	<b>Chief Judge Responsibilities</b>	<input type="checkbox"/>
<input type="checkbox"/>	Brief the Judges, Timers & Ballot Counters	
<input type="checkbox"/>	Handout timing forms to Timers	
	Explain duties and excuse them from the briefing	
<input type="checkbox"/>	Handout ballot counting forms to Ballot Counters	
	Explain duties and excuse them from the briefing	
<input type="checkbox"/>	Handout Judges folders	
<input type="checkbox"/>	Handout/Verify the completion of the Judge's Certification	
<input type="checkbox"/>	Handout Certificates of Appreciation to Judges	
	Timers and Ballot Counters will receive their certificates later	
<input type="checkbox"/>	Review Judging Ballots	
<input type="checkbox"/>	Explain the two parts of the ballot	
<input type="checkbox"/>	Review the Judges Code of Ethics	
<input type="checkbox"/>	Have Judges sign and print their names on each Ballot	
<input type="checkbox"/>	Collect the Tie Breaker Ballot if needed	
<input type="checkbox"/>	Collect the Timer's sheet	

### The Contest

<b>23.</b>	<b>Sargent at Arms (SAA) Contest Responsibilities</b>	<input type="checkbox"/>
<input type="checkbox"/>	SAA opens the contest and introduces the Invocator – If applicable	
<input type="checkbox"/>	Invocator presents invocation and leads Pledge of Allegiance – only if there is a flag in the room	
<input type="checkbox"/>	Invocator turns contest back to the SAA	
	If no Invocator, SAA leads Pledge of Allegiance	
<input type="checkbox"/>	The SAA introduces, in this order:	
	LGET – District level	
	Division Director – Division level	
	Area Director – Area Level	
	Club President – Club level	
<input type="checkbox"/>	The respective Director introduces the Contest Master	

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<b>23.</b>	<b>Contest Master Contest Responsibilities</b>	<input type="checkbox"/>
<input type="checkbox"/>	Calls the first contest to order – Late contestants are disqualified	
<input type="checkbox"/>	Ask that all mobile devices are turned off or silenced completely (no vibrate mode)	
<input type="checkbox"/>	Explain that no photography is allowed during the speeches	
<input type="checkbox"/>	Ask the Timers to read appropriate timing paragraph and show the timing device(s)	
<input type="checkbox"/>	Explain the 1 minute of silence for the Judges	
<input type="checkbox"/>	Explain any other special timing constraints – e.g., the Evaluation Contest 5-minute note-making rule after the pattern speakers finishes	
<input type="checkbox"/>	Explain the policy of leaving or entering the room during a speech	
<input type="checkbox"/>	Ask the Chief Judges if the Judges have been briefed	
<b>24.</b>	<b>Chief Judge Contest Responsibilities</b>	<input type="checkbox"/>
	States: "The Judges have been briefed and are ready to serve."	

### Evaluation Contest Master Responsibilities

<b>1.</b>	<b>Announce the speaking area</b>	<input type="checkbox"/>
<b>2.</b>	<b>Announce the speaking order</b>	<input type="checkbox"/>
<b>3.</b>	<b>Announce any spelling changes – Spell long names</b>	<input type="checkbox"/>
<b>4.</b>	<b>Introduce the Pattern Speaker: Name – Title, Title – Name</b>	<input type="checkbox"/>
<b>5.</b>	<b>After Pattern Speech:</b>	<input type="checkbox"/>
	Ask the SAA to escort all Evaluation Contestants out of the room	
	Ask Timers to time a 5 minute period	
	Allow contestants time to reach holding area	
<b>6.</b>	<b>Interview Pattern Speaker</b>	<input type="checkbox"/>
	Ask SAA to collect contestants notes and bring in the first contestant	
	The SAA should give each contestant their notes as they are brought into the room	
<b>7.</b>	<b>Introduce Evaluation Contestant: Name, Name</b>	<input type="checkbox"/>
<b>8.</b>	<b>After Evaluation and applause:</b>	<input type="checkbox"/>
<b>9.</b>	<b>Ask Timers for 1 minute of silence</b>	<input type="checkbox"/>
	SAA should bring next Contestant into the room during this time	
	Remind the audience to remain silent while the judges complete their ballots	
<b>10.</b>	<b>Ask Judges to hold up their ballots so that the Ballot Counters can collect them</b>	<input type="checkbox"/>
<b>11.</b>	<b>After collecting the ballots and the Counting team is out of the room: Lead another round of applause for the contestants</b>	<input type="checkbox"/>
<b>12.</b>	<b>Call for a break–include return time – If applicable</b>	<input type="checkbox"/>

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### Table Topics Contest Master Responsibilities

1.	<b>Announce the speaking area</b>	<input type="checkbox"/>
2.	<b>Announce the speaking order</b>	<input type="checkbox"/>
3.	<b>Announce any spelling changes – Spell long names</b>	<input type="checkbox"/>
4.	<b>Ask the SAA to escort all Table Topics Contestants out of the room, except the 1<sup>st</sup> Contestant</b>	<input type="checkbox"/>
5.	<b>Introduce Table Topics Contestant: Name – Question, Question – Name</b>	<input type="checkbox"/>
6.	<b>After Speech and applause:</b>	<input type="checkbox"/>
7.	<b>Ask Timers for 1 minute of silence</b>	<input type="checkbox"/>
	SAA should bring next Contestant into the room during this time	
	Remind the audience to remain silent while the judges complete their ballots	
8.	<b>Ask Judges to hold up their ballots so that the Ballot Counters can collect them</b>	<input type="checkbox"/>
9.	<b>After collecting the ballots and the Counting team is out of the room: Lead another round of applause for the contestants</b>	<input type="checkbox"/>
10.	<b>Call for a break–include return time – If applicable</b>	<input type="checkbox"/>

### Humorous and International Contest Master Responsibilities

1.	<b>Announce the speaking area</b>	<input type="checkbox"/>
2.	<b>Announce the speaking order</b>	<input type="checkbox"/>
3.	<b>Announce any spelling changes – Spell long names</b>	<input type="checkbox"/>
4.	<b>Introduce Contestant: Name – Title, Title – Name</b>	<input type="checkbox"/>
5.	<b>After Speech and applause:</b>	<input type="checkbox"/>
6.	<b>Ask Timers for 1 minute of silence</b>	<input type="checkbox"/>
	Remind the audience to remain silent while the judges complete their ballots	<input type="checkbox"/>
8.	<b>Ask Judges to hold up their ballots so that the Ballot Counters can collect them</b>	<input type="checkbox"/>
9.	<b>After collecting the ballots and the Counting team is out of the room: Lead another round of applause for the contestants</b>	<input type="checkbox"/>
10.	<b>Call for a break–include return time – If applicable</b>	<input type="checkbox"/>

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### After Contest Master Responsibilities

<b>1.</b>	<b>While Chief Judge and Ballot Counters are verifying ballots and compiling results:</b>	
<input type="checkbox"/>	Interview Contestants	
<input type="checkbox"/>	Present Certificate of Participation	
<input type="checkbox"/>	Present Certificates of Appreciation to functionaries	
<b>2.</b>	<b>Present Chief Judge's and Ballot Counter's once they return</b>	
<input type="checkbox"/>	Introduce District Dignitaries	
<input type="checkbox"/>	Ask if there are any announcements	
<input type="checkbox"/>	Ask the highest ranking officer to join you up front	
<input type="checkbox"/>	Announce Winners	
<input type="checkbox"/>	Present trophies (if applicable)	
<input type="checkbox"/>	Have winners complete Notice of Contest Winner Form	
<input type="checkbox"/>	Give thanks to anyone who made a special contribution	
<b>3.</b>	<b>One Week After Contest</b>	
<input type="checkbox"/>	Send Notice of Contest Winners, Winners Bios/Eligibility Forms to the Director responsible for the next level contest	