



Conducting Great Contests!

Toastmasters International
District 28

Prepared by:

Karen Holland, DTM
Immediate Past District Governor

June 2009

Toastmasters International, District 28 Speech Contest Information

Contest Progression

Fall Season

Table Topics Contest CLUB – AREA – DIVISION – DISTRICT
Humorous Speech Contest CLUB – AREA – DIVISION – DISTRICT

Spring Season

Evaluation Contest CLUB – AREA – DIVISION – DISTRICT
International Speech Contest CLUB – AREA – DIVISION – DISTRICT – REGIONAL –
INTERNATIONAL

Contest Schedule

Fall 2009 Contests are to be held during this time frame:

| Level | No earlier than | No later than |
|-------------------------------------|----------------------------|-----------------------|
| Club Contests | July 1, 2009 | September 11, 2009 |
| Area Contests | September 14, 2009 | October 15, 2009 |
| Division Contests | October 19, 2009 | October 30, 2009 |
| | | |
| Level | Date | Location |
| District 28 Table Topics Contest | Friday, November 6, 2009 | Park Inn (Toledo, OH) |
| District 28 Humorous Speech Contest | Saturday, November 7, 2009 | Park Inn (Toledo, OH) |

Spring 2010 Contests are to be held during this time frame:

| Level | No earlier than | No later than |
|------------------------------------------|-------------------------|----------------------|
| Club Contests | January 1, 2010 | February 28, 2010 |
| Area Contests | March 1, 2010 | March 31, 2010 |
| Division Contests | April 5, 2010 | April 25, 2010 |
| | | |
| Level | Date | Location |
| District 28 Evaluation Contest | Friday – April 30, 2010 | Westin in Southfield |
| District 28 International Speech Contest | Saturday – May 1, 2010 | Westin in Southfield |

Eligibility (For full list of rules, see the rulebook!) :

Humorous, Table Topics and Evaluation contests: Contestant must be a member in good standing, in a club in good standing. (That means that your dues are paid up!) District Officers are NOT eligible to compete.

International Speech Contest ONLY: Above rule, plus the contestant must have completed at least six manual speeches in the basic Competent Communication manual prior to the club contest.

How Many Contestants Move to the Next Level?

NOTE: At any level, if an eligible contestant does not attend the contest, their alternate is eligible to compete. Therefore, be sure to inform the alternate(s) about the date, time and location of the next level contest.

Eight weeks prior to the Area Contest: If your club is in an Area with four clubs or less, the TWO highest placed contestants from each club may compete in the Area Contest. If your Area has five or more clubs, only ONE contestant from each club proceeds to the Area contest.

If you are unsure how many clubs are in your area, please ask your Area Governor, or consult the TI web site. Go to www.toastmasters.org, click into the "Performance Reports" section (for District 28, of course) and look up your club.

Division Contest: If the Division has four or fewer Areas, TWO representatives from each Area contest may proceed to their respective Division Contest. For Divisions with five Areas, ONE representative from each Area contest may proceed to their respective Division Contest.

District 28 Contest: ONE representative from each Division contest may proceed to the District 28 Contest.

Regional and International Contests (for International Speech only): ONE representative from each District contest may proceed to the Region VI Contest, and ONE from each Region to the International Contest. (The regional level contest format is changing. We expect that regional-level contests in the future will be held at the International Convention site, a couple days prior to the International Convention.)

Toastmasters Speech Contests Suggestions and Helpful Hints

**by
Karen Holland, DTM**

Hi! This is my way of trying to help you run your Club (or Area or Division) Speech contests, especially if you've never done this before. You will definitely need the items on the list below, and I'm sure that the list is not all-inclusive.

You will need:

- Lots of People: Contestants, Toastmaster, Chief Judge, Audience, etc....
- CURRENT Speech Contest Manual
- CURRENT Speech Contest Rulebook (the 2009 rulebook for fall, 2010 for spring!)
- Trophies and Certificates
- Miscellaneous Forms (for judges, timer, ballot counter, etc.)
- Binder (to hold all the paper you'll be collecting!)
- Equipment: Timing Lights, back-up cards, 2 stopwatches, lectern/podium, gavel, U.S. or Canadian (or both) flag, club banner
- Contest Flyers (with map and directions)
- Printed Program (Note: list the Chief Judge, but not the other judges!)
- Thank you gifts – small tokens of appreciation for all the various contest officials (optional)
- Cash Box – needed if you are collecting a door fee
- Guest Sign-in List (and blank membership forms!)
- Camera to take pictures
- CURRENT District Officer Introduction List (if any District Officers will be in attendance)

You can order kits from the TI supply catalog to help you with your contest. These contain the manuals, rulebooks and forms. Make sure to order the right ones for your contests:

Fall = Humorous Speech and Table Topics

Spring = Evaluation and International Speech

The manual contains samples of most of the forms, as well as direction on how to run a contest. It's very specific about what you need to do, the number of judges required, etc., so **READ IT!**

Contest Binder

One thing that I learned early on is to make a binder, with sections to hold the paperwork so you can keep track of what you have and don't have. The binder should also hold the folders that you will give to your contest officials on the day of the contest. You don't have to make a binder, or make it the way I did, but in case it helps, I have outlined the structure of my contest binder on the next two pages.

How To Build A Contest Binder

Place in front pocket:

- Copies of the current Speech Contest Rulebook, in case the Chief Judge does not bring his or her own copy.
- The current Speech Contest Manual

Make these dividers:

- Contest Assignments and "To Do" list – Make a list to help you keep track of tasks and worker assignments
- Club/Area/Division Contest Flyer and Map – Publicity materials for your contest
- Other Contest Flyers – Did you think you'd have people come to help you and not need to go help them in return? Hah! (Hint for District Officers: Use events like the District Executive Committee meeting to get helpers from outside your Area/Division.)
- Contest Program – For the draft of your contest printed program
- Miscellaneous Club/Area/Division Contest Materials – For materials not specific to a particular club/area/division contest
- Budget for Contest – For a copy of the budget, and a spot to put the bills
- Contestant Information – For Club contests, this section will contain copies of letters you send to contestants, Speaker Eligibility Forms, Speaker Bios, and a copy of the Notification of Contest Winner forms supplied by each Club to the Area Governor. (For Area Contests, make a separate section for each Club in your Area. For a Division contest, make a section for each Area.)

Make these folders:

- Timer's Record Sheets -- Contains one record sheet for each contest, marked to note contest. For the Chief Timer.
- Counter's Tally Sheets -- Contains one tally sheet for each contest, marked to note contest, plus separate sheets of paper for each contest that note contest name and have spaces for first, second and third place winners. For the Ballot Counter.
- Judges' Ballots (Humorous Speech or International Speech) -- Enough blank ballots for each judge, plus a couple extras in case someone spoils a ballot, plus one "tiebreaking" ballot for each contest. (NOTE: The ballots are different for each contest, although the contest manual only includes a sample for the International Speech ballot.) Give to Chief Judge.
- Judges' Ballots (Table Topics or Evaluation Contest) -- Enough blank ballots for each judge, plus a couple extras in case someone spoils a ballot, plus one "tiebreaking" ballot for each contest. (NOTE: The ballots are different for each contest, although the contest manual only includes a sample for the International Speech ballot.) Give to Chief Judge.
- Contest Certificates (1st, 2nd, 3rd place) -- Obviously, the certificates go in here. Be sure to bring a good pen! These are given to the Chief Judge. Read the rules to see if you should announce 3rd place at your contest.
- Certificates of Participation -- For contestants that don't get the certificates listed above. Give to Chief Judge.
- Certificates of Appreciation -- For all of the "helpers." If you are giving out gifts, you can skip these if you want. It's up to you. You (or the Contest Chair, if that is not you), will distribute these at the end. (NOTE: Never publicly announce who the judges were, other than the Chief Judge!)
- Winner Notification Forms -- To be completed at the conclusion of the club contest and given/sent immediately to the Area Governor, along with the Eligibility Forms and Bios for the contestants. (After the Area contest, the forms go to the Division Governor. After the Division contest, the forms go to the District Governor.)
- For the Toastmaster -- For whatever materials you need to give the Toastmaster, like the speaker bios, the list of contest officials and the District Officer Introduction List for making introductions.
- For the Chief Judge -- For whatever materials you need to give to the Chief Judge, like the speaker eligibility forms and the list of contest officials.

**SAMPLE LETTER FOR AREA OR DIVISION GOVERNORS TO SEND TO ALL
CONTESTANTS AT LEAST TWO WEEKS IN ADVANCE OF CONTEST.**

DATE

NAME
ADDRESS
CITY, STATE ZIP

Dear XXXXX:

Congratulations on advancing to the Toastmasters' Table Topics Contest for Division C,
representing Area XX!

It is my pleasure and duty to acquaint you with the procedures connected with this next contest
in which you will be participating. (A similar letter is being sent to all Division C contestants.)
Please read carefully. The Division C Humorous Speech and Table Topics contest will be held:

WHEN: Friday, October XX, 200X, 5:45 p.m. Registration, 6:30 p.m. Contests
WHERE: Location, street address, room number, phone number

Other important information:

- The procedures for your particular contest are outlined in the attached excerpt from the Toastmasters Speech Contest Rulebook.
- As stated above, contest registration will begin at 5:45 p.m., and the contests will begin promptly at 6:30 p.m.
- At 6:15 p.m., the Toastmaster, _____, will hold a briefing on the contest and the drawing for speech positions. All contestants are required to be present.
- At the conclusion of the contest, the Toastmaster will conduct a brief interview with each contestant, in order to acquaint the audience with the speakers.

If you are in need of specialized equipment for your presentation (overheads, screens, easels, flip charts, etc.), it is your responsibility to supply them. However, if you let me know in advance, and if the host club owns the item and is willing to let us borrow it, I can try to help you out.

If you have any questions, please contact me at: (work and home phone, e-mail address).

Sincerely,

Karen Holland
Contest Chair

SAMPLE LETTER FOR AREA OR DIVISION GOVERNORS TO SEND TO ALL ALTERNANTS AT LEAST TWO WEEKS IN ADVANCE OF CONTEST.

(AREA GOVERNORS MAY NEED TO EDIT THE PART ABOUT TWO CONTESTANTS, IF YOU CAN ONLY HAVE ONE CONTESTANT PER CLUB COMPETE IN YOUR AREA CONTEST!)

DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear XXXXX:

As the alternate representing Area XX for the Division C Speech Contest in the Humorous Speech category, IF either of the individuals who received first or second place at your area contest do not attend the Division C contest, YOU will be eligible to compete. Since I've seen that happen (contestants not show up for some reason), I strongly encourage you to attend.

I am sending you the same information that I'm sending to all of the Division C contestants. Please read carefully. The Humorous Speech and Table Topics contest will be held:

WHEN: Friday, October XX, 200X, 5:45 p.m. Registration, 6:30 p.m. Contests

WHERE: Location, street address, room number, phone number

Other important information:

- The procedures for your particular contest are outlined in the attached excerpt from the Toastmasters Speech Contest Rulebook.
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- At the conclusion of the contest, the Toastmaster will conduct a brief interview with each contestant, in order to acquaint the audience with the speakers.

Contestants in need of specialized equipment for their presentation (overheads, screens, easels, flip charts, etc.), are responsible for supplying such equipment. However, if I am notified in advance, and if the host club owns the item and is willing to let us borrow it, I can try to help out.

If you have any questions, please contact me at: (work and home phone, e-mail address).

Sincerely,
Karen Holland
Contest Chair

Toastmasters Speech Contests

CONTEST OFFICIALS:

Toastmaster: _____

Chief Judge: _____

Sgt. At Arms: _____

Test Speaker:
(for Eval. Contest) _____

Chief Ballot Counter: _____

Asst. Counter: _____

Chief Timer: _____

Asst. Timer: _____

Contest Chair: _____

Judges: _____

Club: 5 or more judges, if possible
Area: 5 or more judges (required)
Division/District: 7 or more judges

Tiebreaker Judge: Chief Judge appoints

Registration Table: _____

TO DO LIST:

Advance Work:

Submit budget to District (Area & Division)
Get Club/Area contest information
Get Volunteer Workers and Officials
Publicize!
Get information on prior contest winners
Write letters to contestants and alternates
Secure timing lights, flag(s), lectern, gavel,
stop watch, back-up timing cards
Organize gifts for Judges, etc.
Trophies, Certificates
Fall: Arrange for Table Topics questions
Spring: Arrange for Test Speaker
Set up cash box with change
Arrange for food
Write and print copies of the program

To Do at the Contest Site:

Set up lectern and microphone (if available)
Make sure speaking area is clear of hazards
Position flag(s) and TI banners
Set up registration table
Set up trophy display and hide box of gifts
Give forms to Toastmaster, Chief Judge, etc.
Make sure Timer has lights, stopwatch, etc.
Check on holding area for Table Topics or
Evaluation contestants
Fill last-minute worker vacancies!

Sample Joint Contest Program (simplified)

Areas XX and YY
Date, Time
Location

Table Topics and Humorous Speech Contest

5:45 p.m. Registration
6:15 p.m. Briefing for Judges and Contestants
6:30 p.m. Contest

Table Topics Contest

For Area XX:
Contestants listed in alphabetical order

For Area YY:
Contestants listed in alphabetical order

- *BREAK (10 minutes)* -

Humorous Speech Contest

For Area YY:
Contestants listed in alphabetical order

For Area XX:
Contestants listed in alphabetical order

Awards

Closing Remarks