



Contest Chair Responsibilities

Darlene Blanco, ACB, ALB, IPE
D83 Contest Officials Training
October 12, 2020

Session Agenda

Overview of Contest Chair Responsibilities

- Contest Agenda
- Contest Forms
- Eligibility Considerations
- Anonymity of contestants
- Announcing results; Certificates; Trophies
- Interviews & Announcements



Contest Chair Checklist

- Plan the contest budget, make room and audio arrangements and conduct a pre-and post-contest publicity program.
- Ensure that each speaker is eligible to complete and is familiar with the contest rules. Provide an information packet that includes:
 - Speech contest rulebook:
 - <https://www.toastmasters.org/resources/2020-2021-speech-contest-rulebook>
 - Speech contestant profile:
 - <https://www.toastmasters.org/resources/speech-contestant-profile>
 - Speakers certification of eligibility and originality:
 - <https://www.toastmasters.org/resources/speakers-certification-of-eligibility-and-originality>

Contest Chair Checklist Continued

- Select the Chief Judge
- PLAN AHEAD! Organize contest briefings and notify contest officials accordingly.
- Brief the chief judge, voting judges, timers, and ballot counters and ensure that they are aware of their duties and plan logistics for contests in the virtual space.
- Order certificates of participation for all contest speakers, and trophies from World Headquarters for the winners.
 - <https://www.toastmasters.org/resources/resource-library?t=1169>
- Announce the results!
 - <https://www.toastmasters.org/-/media/files/department-documents/speech-contests-documents/1182-notification-of-contest-winner.ashx>

Don't forget -- Promote the contest!

Agenda Specifics



Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

Area Mission

We provide a supportive and positive learning experience to our clubs, in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Core Values

Integrity | Respect | Service | Excellence

Area 41 Clubs	Area 42 Clubs
State Street Princeton	Brunswick Toastmasters Club
Dr. Reddy's Laboratories	Opportunity Seeking BMS Club
Successfully Speak Up Toastmasters	J & J New Brunswick
Trac Intermodal Toastmasters	Frontline Speakers
Munich Re Toastmasters Club	RWJF Toastmasters

"Many thanks to all judges, contestants, speakers, timers, ballot counters and volunteers for your help in making this event possible. And special thanks to XYZ, the Zoom Master for handling technicality of this contest."

Ann Marie Pochtar-Galakis, Area 41 Director
Darlene Blanco, Area 42 Director

www.toastmasters.org
<https://tm83.org>



Toastmasters District 83, Division D Area 41 and Area 42

Table Topics and Humorous Virtual Speech Contests

October 27, 2020, 7:00 PM



WHERE LEADERS
ARE MADE

Agenda

Welcome Hemant Vora
Division D Director

Inspirational Message.....

Chief Judge Manny Reyes, DTM

Table Topic Contests

Area 41

Contest Chair Ann Marie Pochtar-Galakis, Area 41 Director

Contestant	Speaking Order
Contestant Name	
Contestant Name	

Area 42

Contest Chair Darlene Blanco, Area 42 Director

Contestant	Speaking Order
Contestant Name	
Contestant Name	

Break.....

Humorous Speech Contests

Area 41

Contest Chair Ann Marie Pochtar-Galakis, Area 41 Director

Contestant	Speaking Order
Contestant Name	
Contestant Name	

Area 42

Contest Chair Darlene Blanco, Area 42 Director

Contestant	Speaking Order
Contestant Name	
Contestant Name	

Contestant Interviews

Announcements: Club, Division, District.....

Acknowledgements Ann Marie Pochtar-Galakis, Area 41 Director
Darlene Blanco, Area 42 Director.....

Announcement of Contest Winners
Ann Marie Pochtar-Galakis, Area 41
Darlene Blanco, Area 42.....

Tonight's winners will move on to:
Division D Speech Contest (virtual)
November 09, 2020 (Monday),
7:00 PM – 9:00 PM


Contestant Eligibility

All contestants must complete this form before the contest and submit it to the chief judge at each level of competition.

A member must be a paid member of a club in the area, division, and district in which he or she is competing. The club must also be in good standing.

In addition, to be eligible to compete in the International Speech Contest, a member must have completed at least six speech projects in the Competent Communication manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience prior to the club contest.

Note: Contestants in speech contests other than the International contest do not need to meet this requirement.



SPEAKER'S CERTIFICATION OF ELIGIBILITY AND ORIGINALITY

All contestants must complete this form before the contest and submit it to the chief judge at each level of competition.

Club No. _____
District _____

Eligibility (To be completed for all contests)

I certify that I am eligible to compete under the current speech contest rules. I am a paid member of a club in good standing and meet all other eligibility requirements.

To be eligible to compete in any official Toastmasters speech contest, a member must be a paid member of a club in the area, division, and district in which he or she is competing. The club must also be in good standing. In addition, to be eligible to compete in the International Speech Contest, a member must have completed at least six speech projects in the Competent Communication manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience prior to the club contest. Contestants in speech contests other than the International contest do not need to meet this requirement.

The following are ineligible to compete in any Toastmasters speech contest:

- a) A member serving as a voting judge or tiebreaking judge beyond the club level for a contest type in which the member is still competing or intends to compete
- b) Incumbent international officers and directors
- c) Region advisors or region advisor applicants
- d) District officers whose terms expire June 30:
 - 1. District director
 - 2. Program quality director
 - 3. Club growth director
 - 4. Administration manager
 - 5. Finance manager
 - 6. Public relations manager
 - 7. Division director
 - 8. Area director
- e) International officer and director candidates
- f) Immediate past district governors
- g) District officers or candidates campaigning for elected positions for the term beginning the upcoming July 1
- h) Members of education sessions, contest chairs, contest Toastmasters, chief judges and event committee chairs for the event at which the contest will be held, including area, division, and district events, as well as the International Convention

Contest chair, chief judge, voting judges, tiebreaking judges, timers, counters, sergeants at arms and test speakers may not compete in the contest at which they are serving.

Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held. No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.

Contestants must maintain eligibility at all levels of any contest. If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.

Signature Printed Name

Originality (To be completed for all contests)

Name of Contest (check one): Humorous Tall Tales International Evaluation Table Topics*

Contest Level: Club Area Division District Semifinal World Championship

Date of Contest: _____

Speech Title: _____

In compliance with current speech contest rules, I certify that the content of my speech is or will be substantially original.

Signature Printed Name

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Anonymity of Contestants

When introducing each contestant, do not disclose their credentials, club name or any information other information about them. The less the judges know about them the better!

State their name, followed by the title of their speech and their name once again.

Example:

Darlene Blanco, Contest Chair Responsibilities, Darlene Blanco

*Once the ballots have been submitted, contestant interviews will be happening while the ballot counters are counting. This is where we'll have the opportunity to learn about each contestant!

Announcing the winners

Results

- Contests with five or more participants announce first-, second- and third-place
- Contests with four or fewer participants announce first- and second-place



Notification of Winner

Immediately following the speech contest, submit this form immediately to the contest chair of the next level, if applicable.

NOTIFICATION OF CONTEST WINNER



Immediately following a speech contest, please complete this form and send it to the contest chair of the next level, if applicable.

Contest level : Club No. _____ Area _____ Division _____ District _____

(Check one box and identify the club, area, division or district on the line following that level)

Date of Contest: _____

Contest Type: International Table Topics* Humorous Tall Tales Evaluation

Place	Name	Club No.	Email Address	Telephone
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				

Submission of this information is certification that the winner and alternate are qualified for participation in the next-level speech contest by meeting the eligibility requirements set forth in the Speech Contest Rules for this contest.

Submitted by: _____

Telephone (day): _____

Title: _____

Telephone (evening): _____

Mobile/Cell: _____

Email address: _____

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Additional Resources

- 2020 Online Speech Contest Best Practices

- <https://www.toastmasters.org/-/media/files/department-documents/speech-contests-documents/best-practices-for-online-speech-contests.ashx>

- Speech Contest Tutorials

- http://origin-qps.onstreammedia.com/origin/toastmastersinternational/eLearning/Member/SC_tutorials/S1/story_html5.html

- Speech Contest FAQs

- <https://www.toastmasters.org/Footer/FAQ/Speech%20Contests>

Questions?
