



Serving the San Francisco Peninsula from Palo Alto North to San Francisco

Contest Planning Guide

2019 Contests: International and Evaluation

Division: _____

Area: _____

Planning Checklist

Before Event

- Start planning early – use this guide as a worksheet to get started
- Promote event (email, meetup, facebook, other clubs in area)
- Review [Speech Contest Rulebook](#)
- Download contest kits at d4tm.org/contest-materials
- Appoint contest chair (great HPL project)**
- Assign toastmaster, chief judge, judges (experienced Toastmasters)
- Assign functionaries: SAA, 3 ballot counters, 2 timers
- Find Test Speaker** for Evaluation Contest (See [Speakers for Stagetime](#))
- Verify eligibility** of contestants
- Coordinate refreshments
- Email forms and ballots to contestants & functionaries
- Email pre-event reminder to contestants & functionaries
- Prepare event script (customize from template)
- Print: program, script, certificates, contest forms

During Event

- Briefs contestants, judges, and functionaries
- Recognize dignitaries present

After Event

- Email post-event thank you to attendees & functionaries
- Email your [Area Director](#) with the completed [Notification of Contest Winner](#).

Resources

- <http://d4tm.org/contest-materials>



District 4 Toastmasters

Where Leaders Are Made



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Volunteer Duties & Qualifications

All contest volunteers, test speakers, and contestants must be paid members.

Role	Duties	Qualifications
Contest Chair	Coordinate entire event (see planning checklist)	This is a great HPL Project
Toastmaster	Brief contestants Runs the show Introduce & interview contestants	Experienced Toastmaster Unbiased, flexible, and spontaneous Lets the contestants shine!
Chief Judge	Brief judges and functionaries Review rules at start of contest Supervise ballot counters Prepare results	Fully familiar with all contest rules Prior experience as voting judge
Judges (5)	Score speeches and fill out ballot Keep voting worksheet confidential	Trained from Chief Judge on how to judge Discretion
Test Speaker (+ backup)	Delivers 5-7 minute speech for Evaluation Contest	From another club Unknown to contestants Intermediate-level Toastmaster
Sergeant at Arms	Opens the contest Review logistics Monitors evaluation contestants	Training from contest chair
Timers (2)	Time & signal contestants	Attention to detail 1 has prior experience
Ballot Counters (3)	Collect judges ballots Count ballots and tally votes	Discretion 1 has prior experience
Floating Backups (1-2)	Perform any contest role on short notice for last-minute cancellations	Experienced Toastmaster with prior contest experience in multiple roles.