

Contest Briefing Checklists

Contestants' Briefing

(By Toastmaster or Contest Chair)

- Verify the presence of all contestants
- Verify the pronunciation of contestants names
- Review *Speaker's Certification of Eligibility and Originality (Item 1183)*
 - Get signed copy from each contestant
- Evaluation contestants receive the Evaluation sheet.
- Review rules:
 - Timing and disqualifications (originality and eligibility)
 - Props:** If using, set up during minute of silence
 - Protests:** eligibility and originality (prior to announcement of winners)
 - Confirm speaking area with contestants
 - Remove name tags / pins; anything that identifies club or credentials
- Draw for speaking positions

Chief Judge's Briefing

(Conducted by Chief Judge with judges, timers, and ballot counters)

Voting Judges

- Distribute forms to each voting judge:
 - List of contestants in speaking order
 - Judge's Guide and Ballot*
 - Judge's Certification of Eligibility and Code of Ethics (Item 1170)*
 - Get signed copy from each judge
- Review the *Judge's Guide and Ballot*
- Each Judge need to write their name and sign the ballot
- Protests:** eligibility and originality (prior to announcement of winners)

Ballot Counters

- Review procedure for collecting ballots discreetly
- Review the *Counter's Tally Sheet (Item 1176)*

Timers

- Review *Speech Contest Time Record Sheet (Item 1175)*
- Provide timing cards
- Review timing procedure:
 - When timing starts (first definite verbal or nonverbal communication)
 - Hold up each card until the next one
 - Keep red card up until speaker stops talking

SAA

- After the test speaker is done with the speech, take all Evaluation Contestants *(except for the first contestant)* to the staging area away from the contest location
- Each subsequent speaker is brought in at the Toastmaster's direction