

## Contest Chair – Humorous Speech

*The Contest Chair is the overall host, and responsible for ensuring the contest is run fairly and efficiently.*

TASKS	Done = ✓
<b>PRIOR TO THE CONTEST Check</b>	
Forms required for the contest are being printed - Eligibility and Originality forms, 1st, 2nd and 3rd place certificates and certificates of participation.	
Trophies are being retrieved from last year's winner.	
Contestants have been asked to arrive early for their briefing.	
Contact contestants to introduce yourself as the Chair.	
Prepare some remarks for the open and end of the contest.	
Ask the organiser if you will need to prepare any Table Topics questions for when the contest votes are being counted.	
<b>Before Start of Contest</b>	
Call all the contestants together for their briefing.	
Each contestant to sign an 'Eligibility and Originality Certificate'. Collect the certificates and pass them to the Chief Judge.	
<p><b>Cover the rules of the contest with the contestants –</b></p> <ul style="list-style-type: none"> <li>- Speeches shall be from five to seven minutes. A contestant will be <u>disqualified</u> if their speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.</li> <li>a) A green signal will be displayed at five minutes and remain displayed for one minute.</li> <li>b) A yellow signal will be displayed at six minutes and remain displayed for one minute.</li> <li>c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.</li> <li>- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing the contest results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until <u>all votes are collected</u> &amp; the chief judge has left the room.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving in the speaking area and is not permitted to delay the contest unnecessarily.</li> <li>- You will announce each speaker by giving their name, speech title, repeat the speech title, give their name.</li> <li>- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the contest chair prior to the announcement of the winners.</li> </ul>	
Draw contestant's attention to the location of the timing lights / cards. Ask the timers to demonstrate.	
Draw lots to determine the speaking order positions.	
Record each contestant's name and speech title in the correct order drawn.	
Check that you know the correct pronunciation of each contestant's name.	

<b>DURING THE CONTEST</b>	
<p>After your introduction, deliver your opening comments and explain the contest.</p> <p>In a club contest, explain how the meeting will be different from a normal club night including –</p> <ul style="list-style-type: none"> <li>- Members normally give a speech from the CC or advanced speech manuals.</li> <li>- How speeches are usually evaluated, and at contests judges will instead mark against a set criteria on voting forms.</li> </ul> <p>In an Area contest, explain how contestants are already winners having (usually) competed in their club contests. Give out the names of the clubs participating, but <b>not</b> the contestants' names.</p>	
Ask for mobiles to be muted.	
<p><b>Explain the contest procedure to the audience –</b></p> <ul style="list-style-type: none"> <li>- Speeches shall be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.</li> <li>a) A green signal will be displayed at five minutes and remain displayed for one minute.</li> <li>b) A yellow signal will be displayed at six minutes and remain displayed for one minute.</li> <li>c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.</li> <li>- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until all votes are collected.</li> <li>- You will announce each speaker by giving their name, speech title, repeat the speech title, give their name - - at which point we all clap!!</li> <li>- Announce that 'earlier the speaking order of the contestants was drawn', then slowly give out the order in which the contestants will speak. Repeat the names twice and allow enough time for the judges to write down the names on their ballot paper.</li> </ul>	
<b>Begin The Contest</b>	
Introduce the first (and subsequent) speakers – using the format: Full name – speech title – repeat the speech title – full name'.	
DO NOT make any comments on the speech when it concludes!	
Maintain 1 minute of silence while judges complete their voting – Timers should indicate when 1 minutes has passed.	
After the final speaker, ensure the audience remain silent until <u>all the voting slips</u> have been collected and the Chief Judge has left the room.	
<b>AT THE END OF THE CONTEST</b>	
<p>Know in advance if you are to pass back control of the contest to the club President, Area / Division Director, go to a break, etc.</p> <p>At club contests, invite guests to come back to your next meeting.</p>	

## Contest Chair – Table Topics

*The Contest Chair is the overall host, and responsible for ensuring the contest is run fairly and efficiently.*

TASKS	Done = ✓
<b>PRIOR TO THE CONTEST Check</b>	
Forms required for the contest are being printed - Eligibility and Originality forms, 1st, 2nd and 3rd place certificates and certificates of participation.	
Trophies are being retrieved from last year's winner.	
Contestants have been asked to arrive early for their briefing.	
Contact contestants to introduce yourself as the Chair.	
Prepare a Table Topics question for the contest .	
Ask the organiser if you will need to prepare any Table Topics questions for when the contest votes are being counted.	
<b>Before Start of Contest</b>	
Call all the contestants together for their briefing.	
Each contestant to sign an 'Eligibility and Originality Certificate'. Collect the certificates and pass them to the Chief Judge.	
<p><b>Cover the rules of the contest with the contestants –</b></p> <ul style="list-style-type: none"> <li>- Table Topics contest speeches shall be from one minute to two minutes. A contestant will be <u>disqualified</u> if their speech is less than one minute or more than two minutes 30 seconds.</li> <li>a) The green signal will be displayed at one minute and remain displayed for 30 seconds.</li> <li>b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.</li> <li>c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded.</li> </ul> <p>There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</p> <ul style="list-style-type: none"> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until <u>all votes are collected</u> &amp; the chief judge has left the room.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.</li> <li>- All contestants shall receive the same topic.</li> <li>- Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.</li> <li>- When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest sergeant at arms.</li> <li>- You will Introduce each contestant by announcing the contestant's name, the topic, repeat the topic, the contestant's name.</li> <li>- Point out a location (usually at the back of the room) that each contestant will stand and wait when entering and until you've read the question.</li> <li>- At the conclusion of each speech and during the one minutes silence for the judges to vote, the next speaker shall be invited into the room. (Check that the SAA knows when to bring in each contestant)</li> </ul>	

- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with contest chair prior to the announcement of the winners.	
Draw contestant's attention to the location of the timing lights / cards. Ask the timers to demonstrate.	
Draw lots to determine the speaking order positions.	
Record each contestant's name and speech title in the correct order drawn.	
Check that you know the correct pronunciation of each contestant's name.	
<b>DURING THE CONTEST</b>	
<p>After your introduction, deliver your opening comments and explain the contest.</p> <p>In a club contest, explain how the meeting will be different from a normal club night including –</p> <ul style="list-style-type: none"> <li>- Members normally take part in Table Topics to develop their skills to speak off the cuff in meetings, interviews, etc. Each speaker would receive a different question. In our contest, all speakers will receive the same question.</li> <li>- How speakers are usually evaluated, and at contests judges will instead mark against a set criteria on voting forms.</li> </ul> <p>In an Area contest, explain how contestants are already winners having (usually) competed in their club contests. Give out the names of the clubs participating, but <b>not</b> the contestants' names.</p>	
Ask for mobiles to be muted.	
<p><b>Explain the contest procedure to the audience –</b></p> <ul style="list-style-type: none"> <li>- Table Topics contest speeches shall be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds.</li> <li>a) The green signal will be displayed at one minute and remain displayed for 30 seconds.</li> <li>b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.</li> <li>c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded.</li> </ul> <p>There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</p> <ul style="list-style-type: none"> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until all votes are collected.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving in the speaking area, and is not permitted to delay the contest unnecessarily.</li> <li>- All contestants shall receive the same topic.</li> <li>- Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.</li> <li>- When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest sergeant at arms.</li> <li>- You will introduce each contestant by announcing the contestant's name, the topic, repeat the topic, the contestant's name - - at which point we all clap!!</li> <li>- Announce that 'earlier the speaking order of the contestants was drawn', then slowly give out the order in which the contestants will speak. Repeat the names twice and allow enough time for the judges to write down the names on their ballot papers.</li> </ul>	

<b>Begin The Contest</b>	
Introduce the first (and subsequent) speakers – Full Name – question – repeat the question – full name’	
DO NOT make any comments on the speech when it concludes!	
Maintain 1 minute of silence while judges complete their voting – Timers should indicate when 1 minutes has passed.	
After the final speaker, ensure the audience remain silent until <u>all the voting slips</u> have been collected and the Chief Judge has left the room.	
<b>AT THE END OF THE CONTEST</b>	
Know in advance if you are to pass back control of the contest to the club President, Area / Division Director , go to a break, etc. At club contests, invite guests to come back to your next meeting.	

## Contest Chair – International Speech

*The Contest Chair is the overall host, and responsible for ensuring the contest is run fairly and efficiently.*

TASKS	Done = ✓
<b>PRIOR TO THE CONTEST Check</b>	
Forms required for the contest are being printed - Eligibility and Originality forms, 1st, 2nd and 3rd place certificates and certificates of participation.	
Trophies are being retrieved from last year's winner.	
Contestants have been asked to arrive early for their briefing.	
Contact contestants to introduce yourself as the Chair.	
Prepare some remarks for the open and end of the contest.	
Ask the organiser if you will need to prepare any Table Topics questions for when the contest votes are being counted.	
<b>Before Start of Contest</b>	
Call all the contestants together for their briefing.	
Each Contestant to sign an 'Eligibility and Originality Certificate'. Collect the certificates and pass them to the Chief Judge.	
<p><b>Cover the rules of the contest with the contestants –</b></p> <ul style="list-style-type: none"> <li>- Speeches shall be from five to seven minutes. A contestant will be <u>disqualified</u> if their speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.</li> <li>a) A green signal will be displayed at five minutes and remain displayed for one minute.</li> <li>b) A yellow signal will be displayed at six minutes and remain displayed for one minute.</li> <li>c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.</li> <li>- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After final speech, there will be silence until <u>all votes are collected</u> &amp; the chief judge has left the room.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.</li> <li>- You will announce each speaker by giving their name, speech title, repeat the speech title, give their name.</li> <li>- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with contest chair prior to the announcement of the winners.</li> </ul>	
Draw contestant's attention to the location of the timing lights / cards. Ask the timers to demonstrate.	
Draw lots to determine the speaking order positions.	
Record each contestant's name and speech title in the correct order drawn.	
Check that you know the correct pronunciation of each contestant's name	

<b>DURING THE CONTEST</b>	
<p>After your introduction, deliver your opening comments and explain the contest.</p> <p>In a club contest, explain how the meeting will be different from a normal club night including –</p> <ul style="list-style-type: none"> <li>- Members normally give a speech from the CC or advanced speech manuals.</li> <li>- How speeches are usually evaluated, and at contests judges will instead mark against a set criteria on voting forms.</li> </ul> <p>In an Area contest, explain how contestants are already winners having (usually) competed in their club contests. Give out the names of the clubs participating, but <b>not</b> the contestants' names.</p>	
Ask for mobiles to be muted.	
<p><b>Explain the contest procedure to the audience –</b></p> <ul style="list-style-type: none"> <li>- Speeches shall be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.</li> <li>a) A green signal will be displayed at five minutes and remain displayed for one minute.</li> <li>b) A yellow signal will be displayed at six minutes and remain displayed for one minute.</li> <li>c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.</li> <li>- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until all votes are collected.</li> <li>- You will announce each speaker by giving their name, speech title, repeat the speech title, give their name - - at which point we all clap!!</li> <li>- Announce that 'earlier the speaking order of the contestants' was drawn', then slowly give out the order in which the contestants will speak. Repeat the names twice and allow enough time for the judges to write down the names on their ballot papers.</li> </ul>	
<b>Begin The Contest</b>	
Introduce the first (and subsequent) speakers – using the format: Full name – speech title – repeat the speech title – full name'	
DO NOT make any comments on the speech when it concludes!	
Maintain 1 minute of silence while judges complete their voting – Timers should indicate when 1 minutes has passed.	
After the final speaker, ensure the audience remain silent until <u>all the voting slips</u> have been collected and the Chief Judge has left the room.	
<b>AT THE END OF THE CONTEST</b>	
<p>Know in advance if you are to pass back control of the contest to the club President, Area / Division Director , go to a break, etc.</p> <p>At club contests, invite guests to come back to your next meeting.</p>	

## Contest Chair – Evaluation Contest

*The Contest Chair is the overall host, and responsible for ensuring the contest is run fairly and efficiently.*

TASKS	Done = ✓
<b>PRIOR TO THE CONTEST Check</b>	
Forms required for the contest are being printed - Eligibility and Originality forms, 1st, 2nd and 3rd place certificates, certificates of participation and the Evaluation Contestant Notes sheet.	
Trophies are being retrieved from last year's winner.	
Contestants have been asked to arrive early for their briefing	
Contact contestants to introduce yourself as the Chair.	
Prepare some remarks for the open and end of the contest.	
Ask the organiser if you will need to prepare any Table Topics questions for when the contest votes are being counted.	
<b>Before Start of Contest</b>	
Call all the contestants together for their briefing	
Each Contestant to sign an 'Eligibility and Originality Certificate'. Collect the certificates and pass them to the Chief Judge.	
<p><b>Cover the rules of the contest with the contestants –</b></p> <ul style="list-style-type: none"> <li>- At the beginning of this contest, a five- to seven-minute test speech will be presented. The speaker's identity will remain unknown to the contestants until they are introduced to deliver their speech.</li> <li>- Contestants are permitted to make preparatory notes during the test speech ONLY using the supplied 'Evaluation Contestant Notes' sheet.</li> <li>- The test speaker shall be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.</li> <li>- Neither the manual project nor any objectives that the speaker may have will be made known to the contestants, judges, or audience.</li> <li>- At the conclusion of the test speech, all contestants will leave the room and taken by the SAA to (give <i>location</i>). They then have five minutes to prepare their evaluation using the supplied 'Evaluation Constant Notes' sheet.</li> <li>- Timing and preparation supervision shall be under the control of the contest sergeant at arms.</li> <li>- After five minutes have elapsed, no further preparation shall be allowed.</li> <li>- The Evaluation Contestant Notes sheet and any other materials must be given to the contest Sergeant at Arms.</li> <li>- The Evaluation Contestant Notes sheet will be handed back to each contestant as they are introduced to present their evaluation.</li> <li>- Each contestant will be introduced by announcing their name twice. (Note that this differs from the standard name, speech title, speech title, name, because Evaluation speeches do not have titles).</li> <li>- Evaluation contest speeches shall be from two to three minutes. A contestant will be disqualified if their speech is less than one minute 30 seconds or more than three minutes 30 seconds.</li> </ul> <p>a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.</p> <p>b) The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds.</p>	



<p>c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.</p> <ul style="list-style-type: none"> <li>-There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until <u>all votes are collected</u> &amp; the chief judge has left the room.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.</li> <li>- Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the contest chair prior to the announcement of the winners.</li> </ul>	
<p>Draw contestant's attention to the location of the timing lights / cards. Ask the timers to demonstrate.</p>	
<p>Draw lots to determine the speaking order positions.</p>	
<p>Record each contestant's name and speech title in the correct order drawn.</p>	
<p>Check that you know the correct pronunciation of each contestant's name.</p>	
<p><b>DURING THE CONTEST</b></p>	
<p>After your introduction, deliver your opening comments and explain the contest.</p> <p>In a club contest, explain how the meeting will be different from a normal club night including –</p> <ul style="list-style-type: none"> <li>- Members normally give a speech from the CC or advanced speech manuals that are evaluated so we can all learn how to improve our speeches.</li> <li>- At this contest, there will be one speech from a mystery speaker that all the contestants' will evaluate.</li> <li>- We have contests judges who will mark each contestant against set criteria on voting forms.</li> </ul> <p>In an Area contest, explain how contestants are already winners having (usually) competed in their club contests. Give out the names of the clubs participating, but <b>not</b> the contestants' names.</p>	
<p>Ask for mobiles to be muted.</p>	
<p><b>Explain the contest procedure to the audience –</b></p> <p>At the beginning of this contest, a five- to seven-minute test speech will be presented – do not give the speakers name at this point.</p> <ul style="list-style-type: none"> <li>- Contestants are permitted to make preparatory notes during the test speech.</li> <li>- After the test speech, all contestants shall leave the room.</li> <li>- They then have five minutes to prepare their evaluation.</li> <li>- After five minutes have elapsed, no further preparation shall be allowed.</li> <li>- Evaluation contest speeches shall be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.</li> </ul> <p>a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.</p> <p>b) The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds.</p> <p>c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.</p>	

<ul style="list-style-type: none"> <li>- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.</li> <li>- Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved.</li> <li>- There will be one minute's silence after each speech for judges to complete their voting. After the final speech, there will be silence until <u>all votes are collected</u> &amp; the chief judge has left the room.</li> <li>- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.</li> <li>- The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.</li> <li>- Each contestant will be introduced by announcing their name twice - - at which point we all clap!!.</li> <li>- Announce that 'earlier the speaking order of the contestants was drawn', then slowly give out the order in which the contestants will speak. Repeat the names twice and allow enough time for the judges to write down the names on their ballot papers.</li> </ul>	
<b>Begin The Contest</b>	
Introduce the mystery test speaker – Full name – speech title – repeat the speech title – full name ‘ Ensure you clearly state the full name of the mystery test speaker so the contestants can hear, understand and write it down.	
DO NOT make any comments on the speech when it concludes!	
Ask the SAA to escort all the contestant from the room. (check the SAA knows to bring the 1 <sup>st</sup> contestant back to the room when the 5 minutes of preparation have expired).	
While waiting for the 1 <sup>st</sup> contestant....Table Topics..!!	
When the 1 <sup>st</sup> contestant arrives back in the room, immediately stop the Table Topics session.	
Introduce each contestant by announcing their name twice.	
During the contest, say our 2 <sup>nd</sup> contestant, 5 <sup>th</sup> contestant, etc. For the final contestant, refrain from introducing them as ‘ <i>our last contestant</i> ’.	
Maintain 1 minute of silence while judges complete their voting – Timers should indicate when 1 minutes has passed.	
After the final speaker, ensure the audience remain silent until <u>all the voting slips</u> have been collected and the Chief Judge has left the room.	
<b>AT THE END OF THE CONTEST</b>	
Know in advance if you are to pass back control of the contest to the club President, Area / Division Director , go to a break, etc. At club contests, invite guests to come back to your next meeting.	
Maintain 1 minute of silence while judges complete their voting – Timers should indicate when 1 minutes has passed.	