



Contest Chair Briefing Notes for the Contests: -

International Speech

Humorous Speech

Evaluation

Table Topics

Compiled by Andy O'Sullivan - andy@academyofpublicspeakers.com

<http://d91toastmasters.org.uk/contests>

Revised 16th February 2018



Contest Chair Briefing

International Speech

PRIOR TO THE CONTEST

- a. Check that all the forms required for the contest have been printed: -
 1. Speaker's Eligibility & Originality
 2. Certificates - 1st, 2nd and 3rd place
 3. Certificates of participation
 4. Judges Certificate of Eligibility
 5. Judges Guide and Ballot
 6. Counters Tally Sheet
 7. Timers Record Sheet
 8. Notification of Contest Winners sheet
- b. Trophies have been retrieved from previous winners
- c. Contestants have been asked to arrive at least 30 minutes early for their briefing.
- d. Discover who you will pass control to at the end of the contest.

AT THE MEETING PRIOR TO THE CONTEST STARTING

1. Call all the contestants together for their briefing.
2. Ask each contestant to read and sign the Speaker's Eligibility & Originality form.
3. Give the completed forms to the Chief Judge.

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Contestants Briefing

- 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.
 - a) A green signal will be displayed at five minutes and remain displayed for one minute.
 - b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
 - c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
- Point out the location of the timing lights.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- You will introduce each contestant by announcing: -
 - Their name.
 - Speech title.
 - Repeating the speech title.
 - Giving their name.

Draw lots to determine the speaking order positions.

Record each contestant's name in the correct order drawn.

Check that you know the correct pronunciation of each contestants' name.

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WHEN INTRODUCED TO CHAIR THE CONTEST

Explain the contest, purpose and structure.

- Club contest: -
Explain the difference from a normal club meeting.
Members normally give a speech from the Competent Communication or Advanced speech manuals.
Speeches are evaluated so we can all learn how to improve our speeches.
Judges will instead mark against set criteria on voting forms.
- Area contest: -
Explain how contestants are already winners having (usually) competed in their club contests.
Share names of the clubs participating, but not the members names.
- Ask for mobiles to be switched off or silenced.
- Explain the contest procedure to the audience.
- 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.
- a) A green signal will be displayed at five minutes and remain displayed for one minute.
- b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
- c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.

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- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- You will announce each speaker by giving: -
 - Their name.
 - Speech title.
 - Repeating the speech title.
 - Giving their name.
 - At which point we all clap!!
- Announce that 'earlier the speaking order of the contestants was drawn' – (now 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.

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START THE CONTEST

- Introduce the first (and subsequent) speakers using this format: -

Name

Speech title

Speech title

Name

- DO NOT make any comments about the speaker as you introduce them.
- DO NOT make any comments on the speech when it concludes.
- Call for 1 minutes of silence while judges complete their voting.
- Timers should indicate when 1 minute has passed.
- After the final speaker, ensure the audience remain silent until all the voting slips have been collected and the Chief Judge has left the room.

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Revised 16th February 2018



Contest Chair Briefing

Humorous Speech

PRIOR TO THE CONTEST

- a. Check that all the forms required for the contest have been printed: -
 1. Speaker's Eligibility & Originality
 2. Certificates - 1st, 2nd and 3rd place
 3. Certificates of participation
 4. Judges Certificate of Eligibility
 5. Judges Guide and Ballot
 6. Counters Tally Sheet
 7. Timers Record Sheet
 8. Notification of Contest Winners sheet
- b. Trophies have been retrieved from previous winners
- c. Contestants have been asked to arrive at least 30 minutes early for their briefing.
- d. Discover who you will pass control to at the end of the contest.

AT THE MEETING PRIOR TO THE CONTEST STARTING

1. Call all the contestants together for their briefing.
2. Ask each contestant to read and sign the Speaker's Eligibility & Originality form.
3. Give the completed forms to the Chief Judge.

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Contestants Briefing

- 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.
 - a) A green signal will be displayed at five minutes and remain displayed for one minute.
 - b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
 - c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
- Point out the location of the timing lights.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- You will introduce each contestant by announcing: -
 - Their name.
 - Speech title.
 - Repeating the speech title.
 - Giving their name.

Draw lots to determine the speaking order positions.

Record each contestant's name in the correct order drawn.

Check that you know the correct pronunciation of each contestants' name.

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WHEN INTRODUCED TO CHAIR THE CONTEST

Explain the contest, purpose and structure.

- Club contest: -
Explain the difference from a normal club meeting.
Members normally give a speech from the Competent Communication or Advanced speech manuals.
Speeches are evaluated so we can all learn how to improve our speeches.
Judges will instead mark against set criteria on voting forms.
- Area contest: -
Explain how contestants are already winners having (usually) competed in their club contests.
Share names of the clubs participating, but not the members names.
- Ask for mobiles to be switched off or silenced.
- Explain the contest procedure to the audience.
- 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.
- a) A green signal will be displayed at five minutes and remain displayed for one minute.
- b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
- c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.

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- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- You will announce each speaker by giving: -
 - Their name.
 - Speech title.
 - Repeating the speech title.
 - Giving their name.
 - At which point we all clap!!
- Announce that 'earlier the speaking order of the contestants was drawn' – (now 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.

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START THE CONTEST

- Introduce the first (and subsequent) speakers using this format: -

Name

Speech title

Speech title

Name

- DO NOT make any comments about the speaker as you introduce them.
- DO NOT make any comments on the speech when it concludes.
- Call for 1 minutes of silence while judges complete their voting.
- Timers should indicate when 1 minute has passed.
- After the final speaker, ensure the audience remain silent until all the voting slips have been collected and the Chief Judge has left the room.

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Contest Chair Briefing

Evaluation

PRIOR TO THE CONTEST

- a. Check that all the forms required for the contest have been printed: -
 1. Speaker's Eligibility & Originality
 2. Certificates - 1st, 2nd and 3rd place
 3. Certificates of participation
 4. Judges Certificate of Eligibility
 5. Judges Guide and Ballot
 6. Counters Tally Sheet
 7. Timers Record Sheet
 8. Notification of Contest Winners sheet
 9. Evaluation Contestant Notes
- b. Trophies have been retrieved from previous winners
- c. Contestants have been asked to arrive at least 30 minutes early for their briefing.
- d. Discover who you will pass control to at the end of the contest.

AT THE MEETING PRIOR TO THE CONTEST STARTING

1. Call all the contestants together for their briefing.
2. Ask each contestant to read and sign the Speaker's Eligibility & Originality form.
3. Give the completed forms to the Chief Judge.

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Contestants Briefing

- At the beginning of this contest, a five to seven minute test speech will be presented.
- The speakers' identity will remain unknown to the contestants until they are announced.
- The test speaker will be introduced by announcing their name, speech title, speech title, and their name.
- Contestants are permitted to make preparatory notes during the test speech **ONLY** using the official Toastmasters Evaluation Contestant Notes sheet supplied.
- Neither the manual project nor any objectives that the speaker may have will be made known to the contestants, judges, or the audience.
- At the conclusion of the test speech, all contestants will leave the room and be taken together by the Sergeant at Arms to (give location).
- Contestants will have 5 minutes from when they arrive in the location to prepare their evaluation using the official Toastmasters Evaluation Contestant Notes sheet.
- Timing and preparation supervision shall be under the control of the contest Sergeant at Arms.
- After 5 minutes have elapsed, no further preparation shall be allowed.
- All written notes are to be handed to the contest Sergeant at Arms.
- Notes will be handed back to each contestant as they are introduced by the Contest Chair.
- Each contestant will be introduced by announcing their name twice.

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- 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.
 - a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.
- Point out the location of the timing lights.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.

Draw lots to determine the speaking order positions.

Record each contestant's name in the correct order drawn.

Check that you know the correct pronunciation of each contestants' name.

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WHEN INTRODUCED TO CHAIR THE CONTEST

Explain the contest, purpose and structure.

- Club contest: -

Explain the difference from a normal club meeting.

Members normally give a speech from the Competent Communication or Advanced speech manuals.

Speeches are evaluated so we can all learn how to improve our speeches.

In this contest, there will be one speech from a mystery speaker that all the contestants will evaluate.

Judges will mark against set criteria on voting forms.

- Area contest: -

Explain how contestants are already winners having (usually) competed in their club contests.

Share names of the clubs participating, but not the members names.

- Ask for mobiles to be switched off or silenced.
- 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.
- Contestants are permitted to make preparatory notes during the test speech.
- At the conclusion of the test speech, all contestants shall leave the room together with the Sergeant at Arms.

- Contestants have 5 minutes from when they arrive in the location to prepare their evaluation.
- Each contestant will be introduced by announcing their name twice.
- Evaluation contest speeches shall be from 2 to 3 minutes.

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- A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.
- a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.
- b) The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds.
- c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- You will announce each speaker by giving: -
 - Their name.
 - Repeating their name.

At which point we all clap!!

- Announce that 'earlier the speaking order of the contestants was drawn' – (now 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.

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START THE CONTEST

- Introduce the test speaker using this format: -

Name - Speech title - Speech title - Name

(This is the first time that the identity of the test speaker is reveal to anyone)

- Be sure to say the name clearly so the contestants can write it down should they choose.
- DO NOT make any comments on the speech when it concludes.
- Ask the Sergeant at Arms to escort all the contestant from the room. (check the Sergeant at Arms knows to bring the 1st contestant back to the room when the 5 minutes of preparation have expired)
- While waiting for the 1st contestant, give out any announcements or Table Topics questions.
- When the 1st contestant arrives back in the room, stop the Table Topics session.
- Introduce each contestant by announcing their name twice.
- For the final contestant, refrain from introducing them as 'our last contestant'
- DO NOT make any comments about the speaker as you introduce them.
- DO NOT make any comments on the speech when it concludes!
- Call for 1 minutes of silence while judges complete their voting.
- Timers should indicate when 1 minute has passed
- After the final speaker, ensure the audience remain silent until all the voting slips have been collected and the Chief Judge has left the room.

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Contest Chair Briefing

Table Topics

PRIOR TO THE CONTEST

- a. Check that all the forms required for the contest have been printed: -
 1. Speaker's Eligibility & Originality
 2. Certificates - 1st, 2nd and 3rd place
 3. Certificates of participation
 4. Judges Certificate of Eligibility
 5. Judges Guide and Ballot
 6. Counters Tally Sheet
 7. Timers Record Sheet
 8. Notification of Contest Winners sheet
- b. Trophies have been retrieved from previous winners
- c. Contestants have been asked to arrive at least 30 minutes early for their briefing.
- d. Discover who you will pass control to at the end of the contest.

AT THE MEETING PRIOR TO THE CONTEST STARTING

1. Call all the contestants together for their briefing.
2. Ask each contestant to read and sign the Speaker's Eligibility & Originality form.
3. Give the completed forms to the Chief Judge.

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Contestants Briefing

- Table Topics contest speeches shall be from 1 minute to 2 minutes.
- A contestant will be disqualified if the speech is less than 1 minute or more than 2 minutes 30 seconds.
 - a) The green signal will be displayed at one minute and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded.
- Point out the location of the timing lights.
- There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- All contestants shall receive the same topic.
- Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.
- When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest Sergeant at Arms.

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- You will introduce each contestant by announcing: -
Name
Question
Repeat the question
Name
- Point out a location, ideally at the back, that all the contestants should stand when they arrive in the room while you read the question.
- The first contestant will move to this position at the start of the contest.
- At the conclusion of each speech and during the one minute silence for the judges to vote, the next speaker shall be invited into the room. (Check that the Sergeant at Arms knows when to bring in each contestant)

Draw lots to determine the speaking order positions.

Record each contestant's name in the correct order drawn.

Check that you know the correct pronunciation of each contestant's name.

WHEN INTRODUCED TO CHAIR THE CONTEST

Explain the contest, purpose and structure.

- Club contest: -

Explain the difference from a normal club meeting.

How members will normally take part in Table Topics to develop their skills to speak off the cuff in meetings, interviews, etc.

That each speaker would normally receive a different question.

In this contest all of the speakers will receive the same question.

Judges will instead mark against set criteria on voting forms.

- Area contest: -

Explain how contestants are already winners having (usually) competed in their club contests.

Share names of the clubs participating, but not the members names.

- Ask for mobiles to be switched off or silenced.
- Explain the contest procedure to the audience.
- 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.

a) The green signal will be displayed at one minute and remain displayed for 30 seconds.

b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.

c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded

There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.

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- Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the contestant(s) involved.
- 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 of the contest judge's votes have been collected & the Chief Judge has left the room.
- Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience.
- The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily.
- All contestants shall receive the same topic.
- Contestants will receive no advance knowledge of the topic until the moment they are introduced.
- When the contest begins, all contestants except the first shall leave the room and remain under the supervision of the contest sergeant at arms.
- You will announce each speaker by giving: -
 - Their name.
 - The topic question.
 - Repeating the topic question
 - Giving their name.

At which point we all clap!!

- 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.

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START THE CONTEST

- Ask the Sergeant at Arms to escort all the contestants except the first from the room.
- Introduce the first (and subsequent) speakers using the same structure: -

Name

Question

Repeat the question

Name

- DO NOT make any comments about the speaker as you introduce them.
- DO NOT make any comments on the speech when it concludes!
- Call for 1 minutes of silence while judges complete their voting.
- Timers should indicate when 1 minute has passed
- After the final speaker, ensure the audience remain silent until all the voting slips have been collected and the Chief Judge has left the room.

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