

# District 91

## Notes for Contestant Briefing:

### “Face to Face” Contest Edition

Version 1.01, August 2020

Conducted by: Contest Chair

When: Immediately before the contest.

Attendees: Contestants, Timekeepers

### Before the Contestant Briefing

1. Contest Chair aims to obtain signed copies of the following from the contestants
  - o Speaker's Eligibility & Originality
  - o Speaker Profile (no signature required)
2. Contest Chair asks the Contestants if they have any disability or sensory impairment that needs to be taken into account, e.g. blindness, colour blindness.
3. For International and Humorous Speech contests, the Contest Chair must ensure that the Speakers have sent their speech titles before the Briefing.
4. Ensure all forms required for the contest have been printed – Eligibility and Originality forms, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place certificates and Certificates of Participation
5. Retrieve any trophies from the previous year's winners.
6. Communicate the time of the briefing to the contestants

### Contestant Briefing

#### Arrival

1. Verify that all contestants are present
2. Check the pronunciation of all contestant's names
3. Ensure all speakers have read and understood the Speaker's Certification of Eligibility and Originality and collect and remaining forms.

#### Stage Area

1. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc.
2. Indicate the space (typically at the back of the room) where you would like the contestants to wait prior to their being introduced to the stage.
3. Indicate the location of the timing signals and asks the Timekeepers to demonstrate them in use
  - a) Any visually impaired contestant is permitted to request a warning signal of his or her own choosing. This might be a person announcing the time at five, six and seven minutes for example.

# Contest Procedure and Timing of the Speeches

## International and Humorous Speech Contests

1. You will Introduce each contestant by announcing “Our next Speaker is [Firstname Lastname] - [speech title] - [speech title] - [Firstname Lastname!]”
2. The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily
3. Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience
4. International and Humorous Speeches shall be from five (5) to seven (7) minutes.
5. A Contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
6. Time Signalling
  - a. A green signal will be displayed at five (5) minutes and remain displayed for one minute.
  - b. A yellow signal will be displayed at six (6) minutes and remain displayed for one minute.
  - c. A red signal will be displayed at seven (7) minutes and will remain on until the conclusion of the speech.
7. There will be no indication to the Contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
8. At the conclusion of each speech and during the one minutes silence for the judges to vote.

## Table Topics Contest

1. All contestants will receive the same topic and will receive no advance knowledge of the topic until the moment they are introduced to the stage.
1. When the contest begins, all contestants except the first shall leave the room and remain out of earshot under the supervision of the contest Sergeant at Arms.
2. You will Introduce each contestant by announcing “[Firstname Lastname] - [topic] - [topic] - [Firstname Lastname!]”
3. The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily
4. Timing will begin with the contestant’s first definite verbal or nonverbal communication with the audience
5. Table Topics Speeches shall be from one (1) to two (2) minutes.
6. A Contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
7. There will be no indication to the Contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
8. Time Signalling
  - a. A green signal will be displayed at one (1) minute and remain displayed for 30 seconds.
  - b. A yellow signal will be displayed at one (1) minute 30 seconds and remain displayed for 30 seconds.
  - c. A red signal will be displayed at two (2) minutes and will remain on until the conclusion of the speech.
9. There will be no indication to the Contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
10. 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.

## Evaluation Contest

1. At the beginning of this contest, a five-to seven-minute test speech will be presented.
2. The speaker's identity will remain unknown to the contestants until they are introduced to deliver their speech.
3. Contestants are permitted to make preparatory notes during the test speech ONLY using the supplied 'Evaluation Contestant Notes' sheets.
4. Neither the manual project nor any objectives that the speaker may have will be made known
5. At the conclusion of the test speech, all contestants will leave the room and taken by the Sergeant at Arms to (give location).
6. Contestants then have five minutes to prepare their evaluation using the supplied sheets
7. After five minutes have elapsed, no further preparation shall be allowed
8. All note sheets must be given to the contest Sergeant at Arms.
9. The notes sheets will be handed back to each contestant as they are introduced to present their evaluation.
10. You will introduce each contestant by announcing "[Firstname Lastname] - [Firstname Lastname!]"
11. The speaker should begin speaking within a short time after arriving at the speaking area and is not permitted to delay the contest unnecessarily
12. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience
13. Evaluation Speeches shall be from two (2) to three (3) minutes.
14. A Contestant will be disqualified if the speech is less than two (2) minutes or more than three (3) minutes 30 seconds.
15. There will be no indication to the Contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
16. Time Signalling
  - a. A green signal will be displayed at two (2) minutes and remain displayed for 30 seconds.
  - b. A yellow signal will be displayed at two (2) minutes 30 seconds and remain displayed for 30 seconds.
  - c. A red signal will be displayed at (3) minutes and will remain on until the conclusion of the speech.
17. There will be no indication to the Contestant that they have gone over time, i.e. banging a gavel, waving cards, etc.
18. 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.

## After the Final Speaker

1. Contest Chair requests "Silence please" and maintains the silence for as long as the Judges need to complete their ballots.
2. Contest Chair "hands out" Contestant certificates in speaking order.
3. Contest Chair performs Contestant interviews for about 2 minutes per Contestant.
4. After the Contestant interviews, there may be other audience entertainment until the ballots are counted.
5. Announcement of the Winners:
  - a. Prior to announcing the contest results, the Chief Judge will announce if any time disqualifications occurred, but not name the Contestant(s) involved.
  - b. The Chief Judge will announce the results.

## Protests

Contestants can raise protests based on Originality or Eligibility or for referencing another competitor's speech. **New 2020/21 rule:** "Contestants must not reference another Contestant, or a speech presented by another Contestant, from the platform at the same contest in which they are competing".

Should you wish to lodge a protest you should speak to the Chief Judge **after** the speeches have **concluded** and before announcement of the results.

## Drawing the Speaking Order

- a) Contest Chair and Contestants draw the speaking order at the Briefing e.g. from a bag of folded numbered slips.
- b) Record each contestant's name and speech title in the order drawn

## Source documents and further reading

1. Contest [Rulebook](#)