

Sample email from Chief Judge to all Judges – Online edition

Version 1.00, January 2021

This example e-mail template gives details to Judges of the briefing and what will be covered at the briefing. Ideally you would send this email to the Judges about one week before the contest.

We've included everything in this email that we could think of. This way, this email also serves as a bit of a checklist for you. You can send a very short email instead of a very detailed one, simply leave out what you think is not needed.

The most important points are that they send you the signed eligibility form in good time, check that they've paid their dues and that they know when to turn up for the Judge's briefings.

Enjoy the contest!
Anja Sims

Subject:
[Club Name] [Contest name] - Judges info

TO: [yourself]
CC: Ballot counters
BCC: All Judges

Dear Judges,

It's wonderful that you signed up to serve as a Judge on [*weekday of the contest, perhaps date, etc!*]

I am thrilled to be your Chief Judge for the [*contest type*].

Please can I ask you to do the following in preparation for the contest:

1. Please be so kind as to **complete and sign** the [JUDGE'S CERTIFICATION OF ELIGIBILITY AND CODE OF ETHICS](#) and **return it to me by [*reasonable deadline, ideally a couple of days before the contest*]**.

You can print the form and sign it or provide an electronic signature. Here a quick pointer on electronic signatures:

- on the Mac: <https://support.apple.com/en-gb/guide/preview/prvw35725/mac>.
- for a PC another software product is needed such as Adobe Acrobat.

2. Please **ensure that you have paid your dues** to your club. You need to be a paid-up member in order to be eligible to judge.

3. Please ensure that you are **familiar with the contest ballot sheet** [*link to the contest ballot, or attach to e-mail*].

4. Submitting your results on contest day:

As soon as you have your first/second/third place winner ranking please either send a **screen capture** of your electronic ballot slip or take a **photo** of your printed ballot slip and **send it to me and the ballot counters directly** (not a group) by email.

5. Please **arrive at [arrival time] on [contest date or a date prior if you wish to hold contestant briefings on a different day]** for the Judge's briefing.

We will be going through the pertinent Toastmasters contest rules in the briefing and through a number of additional points specific to online contests.

Here are the key points I'll be covering during the pre-contest briefing:

- Judge impartiality
- Judging process and submitting your ballot
- Judge anonymising
- Procedures for technical issues.
- Communication channels during the contest

For your information, here is a link to the full Contest Rules: [Speech Contest Rulebook](#) for info.

6. **I'll set up a WhatsApp group with all Judges.** This will be our channel of communication before and even during the contest, should the need arise. We'd only expect to use it during the event if there is a protest or serious technical issue.

7. Here is a link to the Toastmasters District 91 (our District) website contest area <https://d91toastmasters.org.uk/members/about-us/contests-conferences/contests/>, for completeness. You DO NOT HAVE TO read all the documents. I've only included them here for those who wish to familiarise themselves with all available material, perhaps to prepare for chairing a content themselves in future - which we'd love to see you do! I'll be using the Contest Chair Briefing Guide: Voting Judges in the briefing and the Contest Chair will base their contest introduction on the Contest Script Notes.

That's all I've got for you for now.

Please feel free to drop me a note if you have any questions.

Thank you for supporting the [*club name*] [*Contest name*]

Best wishes

[*Chief Judge name*]

[*Chief Judge phone number*]