

Mona Mohamed, DTM
District 18



My Personal Experience

**“How to Organize a Toastmasters
Speech Contest”**

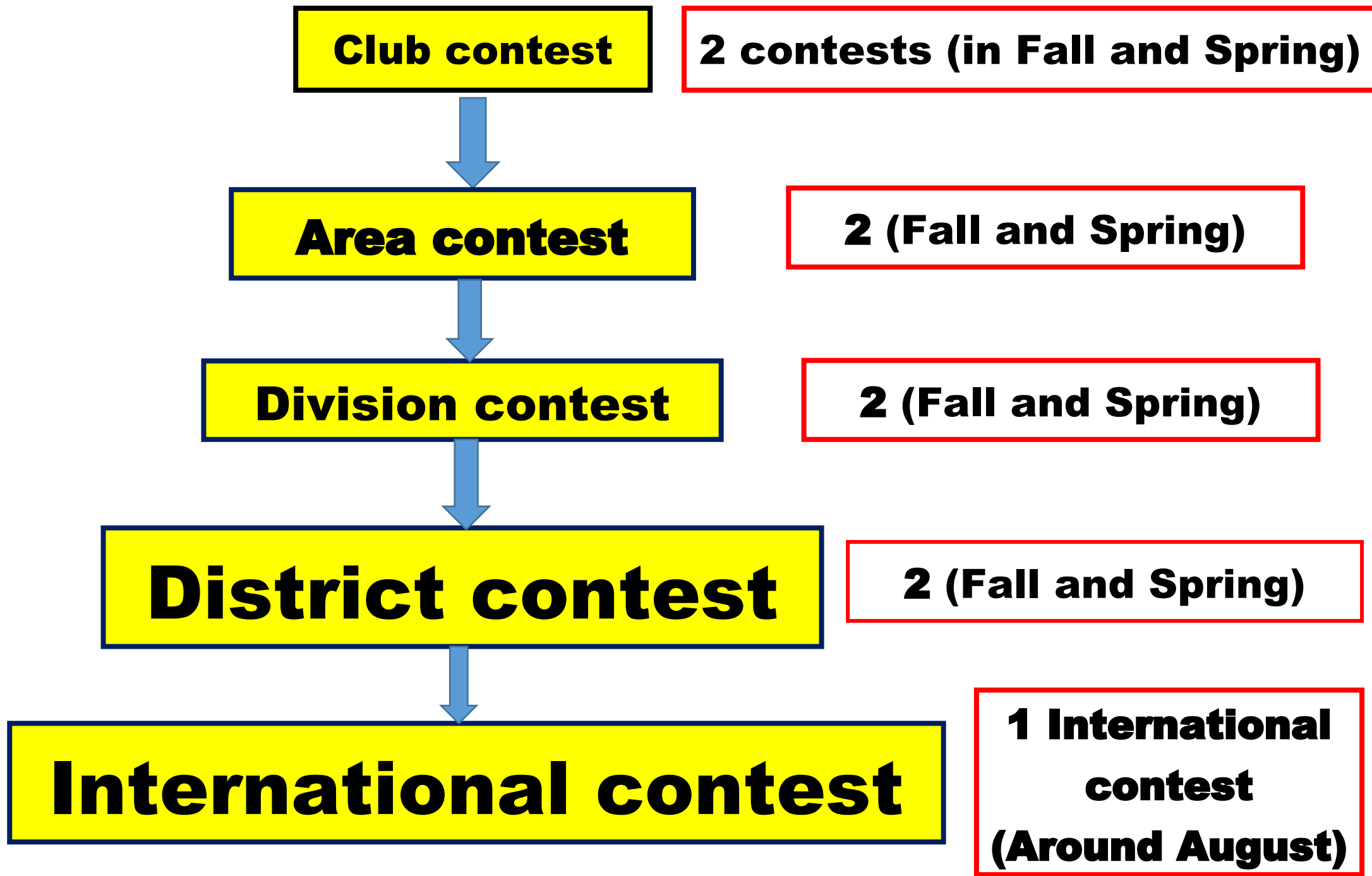
Tips for
Contest Chairs

Why Speech contests?

“Speech contests are an important part of the Toastmasters educational program”

“They provide an opportunity for Toastmasters to gain speaking experience”

“Provide opportunity for other Toastmasters to learn by observing proficient speakers”



Club contest



Area contest



Division contest



District contest



International contest

District 18 (differ in other districts)

**(1) Fall: Humorous and Evaluation
and**

(2) Spring: Table topics and International speech contest



Ditto



Ditto



Ditto



**(1 Speech International)
Around August**

Whether you are a Club or Area or Division club officer or area or division director or contest chair:

As a leader, you will lead 2 contests per toastmasters year:

- Once in the fall (district 18 is usually Humorous speech contest and Evaluation contest)

- Once in the spring (district 18 contests is usually International speech contest and Table topic contest)

Step 1

Date and Location of your Contest

1) Reserve a date and a location for your contest ASAP (by first week of July).

2) **How to choose a date?** Make sure at least 2 weeks between club, area and division contests.

Note: Contest dates range are given by the district trio at the DEC meeting or the calendar.

Dates

- Club contest usually before **mid August** (set a deadline for potential contestants to notify you that they will compete). Encourage participation. You may cancel club contest if no one is interested or if one member is the only contestant.
- Areas contest around usually **mid September**
- Division contest usually around **mid October**
- District contest/conference usually around **end of October**

Above are repeated in the spring.

How to find a location?

- From previous area and directors (try to choose different contest location in the spring to make clubs in the same area at different locations happy).
- Add to district calendar <http://www.toastmasters-d18.org/calendar/>
- Apart from the contest room, the location should have 1 or 2 additional rooms for organizers to pick up their folders and judges (who are anonymous) to meet.
- Registration table in the hallway (pens, sign in sheets)
- Separate area for food tables (outside the contest room) near registration table.
- Reserve at least 3 hours for the 2 contests.

Once you know the date and location of your contest:



- 1) E-mail District 18 webmaster to have your contest date on the district calendar.
- 2) Prepare fliers to advertise for your contest.
<https://www.toastmasters.org/resources/speech-contest-flier>
- 3) Draft a detailed email for club members, contestants, judges, volunteers noting the date, arrival time and exact location (add a detailed map).

How to choose a date for your contest?

- Choose a club meeting day for club contest
- Areas contest: Usually Friday after work (make sure to give enough time for contestants and judges to reach the contest location). You may want to start 6:30 or 7 pm.
- Avoid rush hour if on a Friday or weekday
- Area and Division contests: in a library or university (check locations for your area or division) on a weekend (Saturday or Sunday).

Human Resources (other than the contestants):

- Contest chair (list of contestants including the runner up and their forms)
- Contest master (assigned by contest chair)
- Model speaker (if evaluation contest)
- 2 Sergeant at arms (one will help handing certificates and prizes)
- 2 @ Registration desk (2 sign up sheets: one for attendees, one for dignitaries to be given to contest chair).
- 7-10 Judges (Judges list should contain their phone numbers and emails)
- 2 Timers
- 3 Ballot counters
- 2-3 refreshment committee and catering the food
- Printing committee (if you will not buy the contest kits)

Evaluation contest

Invite a Model speaker (5-7 minutes):

Model speaker:

- 1) From outside the club or area or division (invite a second back up model speaker)
- 2) A speech which was not heard before
- 3) Not too seasoned (for areas of improvement) and not a beginner
- 4) Should be anonymous to the contestants
- 5) In good standing

(& a back up model speaker :)

Roles of Contest Chair

- Main duty is to organize the contest
- Validate the contestants' good standing (check club roster or call TI headquarter)
- Can act as the contest master or appoints a contest master
- Can do the briefing the contestants (the contestants and the 1st runner up) in person on the day or pre briefing few days (up to 2 weeks) before the meeting (in the past the chief judge briefs the contestants) as soon as the contestants' names are available.
- Once contest begins, the contestant cannot compete even if pre briefed.
- Briefing for originality of the speech, go over speakers' eligibility (item # 1123), the contestants profile (item # 1189) and discuss props, speech rules, timing, venue speaking area and arrival times to the venue on the day of the contest, timing rules, where timers are sitting and draw fairly for the order of speakers.
- Announces the winners and give certificates and trophies –or- delegate the contest master to announce the winners (invite the district leaders to be on stage while giving the awards)

Speech Originality

“Contestants must create their own speeches, and each must be substantially original”

“Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person’s content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation”

“Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker’s Certification of Eligibility and Originality (Item 1183)”

Judges

- From my experience, find *at least 10 judges* ASAP (can be less than 10 judges if club level contest or if it will be voting for club member representative), email them an invitation with the date of your contest and create the list of judges.
- Why 10 judges? Some may apologize at the last minute Make sure to choose the judges live close to your contest location. The rule book says 5 judges + tie breaker judge + Chief judge.
- <https://www.toastmasters.org/resources/speech-contest-judges-training>
- Do not share their confidential information (their email, phone)
- Anonymous (invite them separately)..Do not reveal their emails to each other.
- Make sure to send them frequent reminders until the day of your contest with detailed map of your location, date and time.
- Create a list of judges ready and email the list to yourself (name, phones, emails, club #)
- Tie judge and chief judge
- Tie judge is anonymous to judges?

Where to find judges?

- Get their info from the former area or division director, or from the trio
- A judge from Outside your area or division (call other area or division directors to give you potential judges names)

Judges

To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below:

1. At a club contest, be a paid member.

2. At an area, division, or district contest:

a) Be a paid member for a minimum of six months.

b) Have completed a minimum of six speech projects in *Competent Communication* or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.

c) Be physically present at the contest for which you are serving.

3. At the International Speech Contest Semifinals and the World Championship of

Public Speaking:

a) Be a paid member for a minimum of six months.

b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.

c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.

Check in TI international website and/or email membership in TI headquarters or make a phone call to TI international to:

- 1) Give them names of **contestants** to make sure they have paid their dues and are in good standing
- 2) Give them names of **judges** to make sure they have paid their dues and in good standing
- 3) Criteria of contestants (at least 6 projects completed or in **pathways....**) and judges (knowledgeable)

Note: judges or contestants may tell you they paid their dues, but verify with the treasurer that the dues were submitted to Toastmasters International!

<https://www.toastmasters.org/>
membership@toastmasters.org

+1 949-858-8255 (6 a.m.–7 p.m. Pacific Time, Monday–Friday, excluding U.S. holidays)

Log in: to Toastmasters international
>> Contests supplies and kits
(**\$11** per contest)



<https://www.toastmasters.org/shop/club-officers#ContestsPane>

<https://www.toastmasters.org/resources/evaluation-speech-contest-kit>

<https://www.toastmasters.org/resources/humorous-speech-contest>



**SPEECH CONTEST
RULEBOOK
(Item 1171)**

JULY 1, 2017 TO
JUNE 30, 2018
WHERE LEADERS
ARE MADE

<https://www.toastmasters.org/Resources/Resource-Library?page=1&t=Speech+Contest+Rulebook>

Contest rule book

(Updated annually- check the year of rule book)

Changes and amendments are made every year

<https://www.toastmasters.org/resources/speech-contest-rulebook>

**EXPLANATION OF CHANGES
TO
SPEECH CONTEST
RULE BOOK**

<https://www.toastmasters.org/leadership-central/~media/89C0CC595F634E1DAAB8A7FBCB6E6049.ashx>

(Updated annually- check the year of rule book).

Log in to Toastmasters International:

Buy **contest kits (\$11 each i.e. \$22 total for 2 contests + shipping)** from TI at least on your first time as contest organizer (maybe cheaper than printing/ink and saves you the headache)..unless you have a printer.

or

Check district website to download the contest documents.

<https://www.toastmasters.org/shop/contests/speech-contest-kits>

How many contestants can proceed to the higher level (area level or division or district level?)

- Depends on the number of clubs in an area or division

“Eight weeks prior to the area contest, if an area has four assigned clubs or fewer in good standing, districts have the option to allow two contestants from each club to compete in the area contest”

“Should additional clubs charter prior to the area contest, two contestants from each club are permitted to compete”

“In those divisions with four assigned areas or less, districts have the option to allow the two highest-placed available contestants from each area to compete”

“In districts with four assigned divisions or less, districts have the option to allow the two highest-placed available contestants from each division to participate in the district contest”

Contestant

S

- Fill 2 forms: Speakers' eligibility form (item # 1123) and the contestants profile form (item # 1189) and they email the forms to the chair ahead of time signed ahead of time (get extra forms)
- Make sure you have their phone numbers, addresses, club numbers, member number
- End of contest (send names of winners to the next level area or division or district director)
- Send names by email or fill the winner form.
- Do not forget to add the second runner up (in case the 1st winner does not show up) in order to call them to participate.
- International speech contest (at least completed 6 speech projects in the cc manual or have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience).

Important Roles – Send frequent reminders and thank you note for volunteering:

- 2 volunteers at the Registration desk
- 1 or 2 Sergeant at arms (instruct one what to be done in evaluation speech, other will hand the certificates to contest chair)
- 2 timers (bring 2 timing cards and stop watch) + a 3rd “back up” timer.
- 3 ballot counters
- Judges

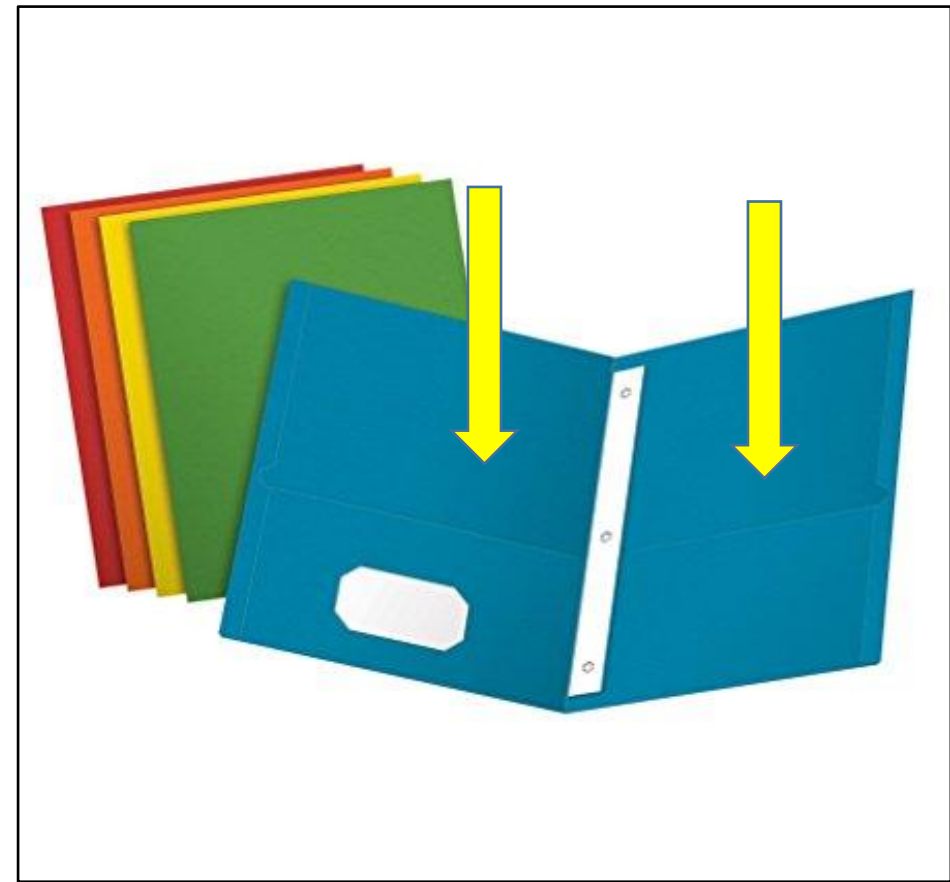
Create a Program or Agenda for the contest

- Name of district, contest, date and location
- Mission statements
- Contest chair and Chief Judge names (NOT names of other JUDGES)
- Add contestants names arranged by alphabetical order (will be re-arranged by the contest Chair after the draw for speaking order - Leave space for re-order unless pre briefed and drawn by contest chair).
- Optional -Names of timers, ballot counters, srgt. at arms.
- Usually the evaluation contest first then humorous contests 2nd with a 10 -15 minutes break in between.
- Add approximate times to the agenda items (same like a usual TM meeting)
- Add the next level contests information (+ district conference dates and location)
- Important websites (club, district, TM international)

Contest budget



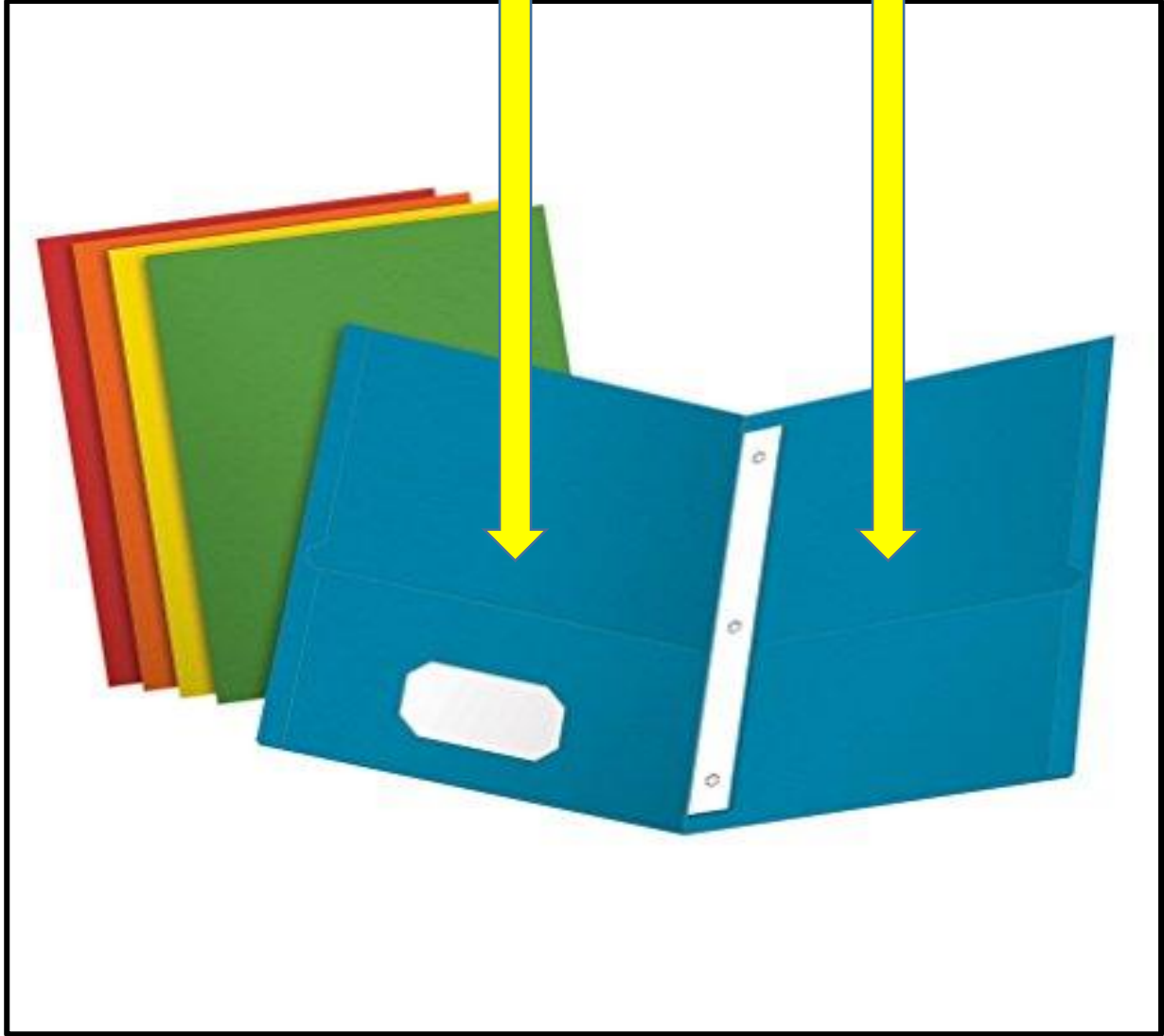
- Light food (do not stuff contestants with food)
- Water bottles (Sam's club, Walmart)
- Mints, Hummus
- Crackers
- Trash bags
- A box of Colored Folders buy for the fall and spring contests (low price in July/August during back to school sales) from staples or dollar store.
- Keep **red yellow green** folders as back up to use as timing cards in case you forgot to bring the cards or if the lights do not work properly (10 cents each?)
- Judges' folders color are dark (not to be bright) to stay anonymous.
- Label folders from inside using the sticky notes.



Folders

Evaluation

Humorous



Sticky Notes to label the folder **from inside** (ex. judges or timers or tie breaker judge)



Checklist for Humor & Evaluation Contest Folders

1

Judge- 5 Judges Folders

****Appreciation Certificate in each folder**

Side 1 (Humorous)

- Humorous speech ballot
- Judging Criteria Sheet
- Guides and Ballott

Side 2 (Evaluation)

- Evaluation ballots (different)
- Judging Criteria Sheet
- Guides and Ballott

- Envelope
- Pen
- JUDGE'S CERTIFICATION OF ELIGIBILITY AND CODE OF ETHICS
- Rule book (optional)

- Envelope

Miscellaneous

Create Area Contest Flyer
Electronic- Email

Print- Bring to club contests

Send Contest Role Requests to Presidents
Send reminder closer to date

Refreshment Committee

Make Program or agenda

Include:
Speaking Order & Placed
Dates of Division & District Contests
Conference Registration Form
Thanks to all
Announcements



2

Tie Breaker Judge Folder

****Appreciation Cert**

Side 1 (Humorous)

Tie breaker:

- Appreciation Cert
- Tie Break humorous contest ballot
- *Different* Criteria Sheet
- Guide
- Envelope
- Pen

Side 2 (evaluation)

Tie breaker:

- Evaluation Guide and Ballott
- Envelope

Refreshment Committee

Small thank you gift for Model Speaker
Contest chair (and Area & Division directors) give Trophies

*Appreciation certificates can be
included in folders or presented

****Judge Certificates CANNOT be presented****
****Judges are anonymous****

3

TMoD & Contest Master- 3 Folders

***Appreciation Cert**

- Folders for each Contest Master & TMoD
- Contest Script
- Eligibility and originality forms for each contestant
- Contestant profiles or Bio Forms for each contestant
- Contestant Certificates (3rd, 2nd and 1st winners) + Certificates of participation for non winners
- (Preprinted & some blank)- help of srgt at arms
- (Contest Chair gives out at end of contest during interview)
- Pen, folded and numbered small paper and coins to draw the order of contestants

Contest Presentation Best Practices

Registration Table
Sign in sheets (contestants, attendee, dignitaries)
Sign in - Give folder

Notification of winners (filled by contest chair after contest and to be sent to contest chair of the next contest level)

4

Chief Judge Folder

***Appreciation certificate**

- List of Judges (their phone, emails)
- Contest Script
- 2 Counter's Tally Sheet (Item 1176) – to be given to ballot counters
- Results form + Notification of winner form (include their phones, clubs and emails)

- Rule book
- Pen

Note: certificate of participation to contestants are included in kits.

Need to “purchase” **certificates of appreciations** to the volunteers from TMI.

5

Timer- 2 Timer Folders

***Appreciation certificate**

- Contest Script printed
- 2 time record sheets for each timer
- (1 for each contest) (put extra timer sheets if they mess up)
- 2 stop watches (or their cell phone stop watch) & backup Colored Cards

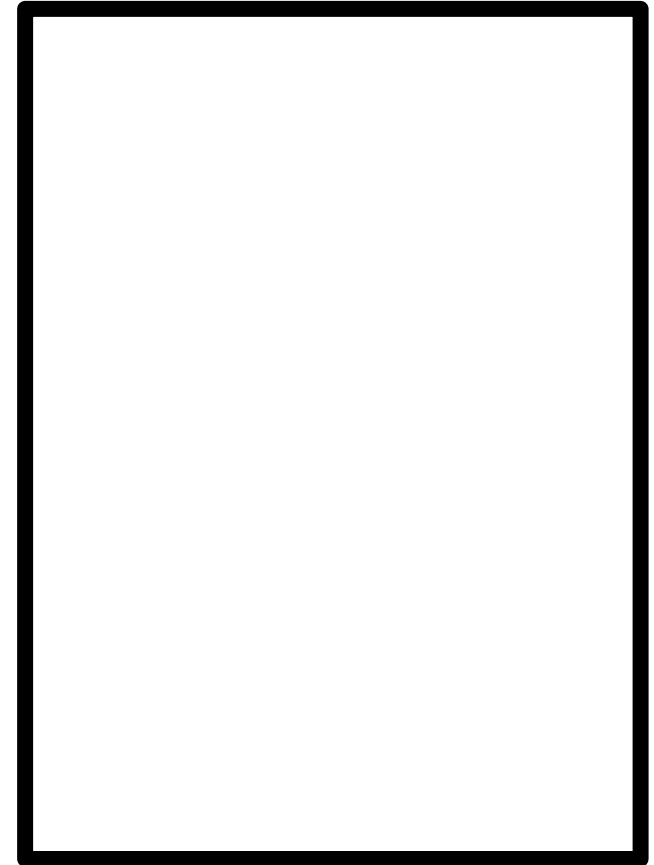
Delegate!

You can be the contest chair/organizer (as a district officer) and the contest master

(Could be stressful and too much!)

Do not forget the trophies on the day of the contest
(given by the district in the DEC meeting)

- Put the 6 trophies (3 for each contest)
- Keep them in your car trunk until the day of the contest



Scripts

1. Contestant Briefing script (drawing the order of contestants)
2. Contest master script (several online and in our district website)
3. Chief Judge script (briefing and announcement)
4. Timer script (timer rules for the contest - print it for the timers from the rule book)

[\(To be downloaded from District 18 website\)](#)

Announcement of Winners:

After the conclusion of the contestant interviews, the contest chair announces if there was disqualifications (no details on who), announces the winners of the contest in reverse order reading from the **Results Form** (item # 1168):

“In contests with five or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced”

“In contests with four or fewer participants, a second-place winner and a first-place winner will be announced”

“Occasionally, a contest will be held with only one contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements”

Notification of winners (Item 1182) **(different from the Results form)**

After the contest, the **contest chair** records the names of the winners and sends it to the **contest chair of the next level.**

Reimbursement Voucher

Complete a reimbursement voucher

(download it from the district website)

and submit together with the “receipts”
to Trio@toastmasters-d18.org and
financemanager@toastmasters-d18.org



Good Luck!

Mona Mohamed, DTM

Cell: 443-831-3374

References

.



All paragraphs in “quotes” are taken directly from toastmasters international website:

<https://www.toastmasters.org/>