

CONTEST CHAIR BRIEFING
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

Fall contests: Humorous and Evaluation

BRIEFING

Use slips of paper with numbers on them and a blank line below the number for the contestant name. Determine how you want to draw for order; name by alpha or in the order they are standing..

(Announce):

“My name is: _____ and I am the Contest Chair for the _____ Speech Contest. It is (give the time) and I am bringing this briefing to order.”

“Thank you for participating in this contest and for attending the briefing. The briefing has several **purposes, including determining the speaking order, completing required forms needed for the contest, and reviewing the rules and procedures for the contest.**”

Speaking Order: “The first order of business is to **draw for the contest speaking order**. We will do that now. _____, you are drawing first. Please select a slip of paper, announce the number you see on it, and write your name on the slip of paper, then hand it to me.

Repeat the process for all contestants, giving the exact same instructions.

Collect all of speaking order slips of paper. Write down the speaking order on the agenda and take the agenda with that info immediately via Contest Toastmaster (or you can use a responsible toastmaster) to the Chief Judge (in separate briefing).

Now hand out the biographical and eligibility forms. (This is done if you didn't have the contestant's filled forms earlier). Note test speaker for speech evaluation contest can also complete the biographical form.

(Announce):

Eligibility: “We will now have you **complete your biographical and eligibility forms**. Please complete these as promptly as you can and immediately turn them into me so I can pass these items to the Chief Judge and Contest Toastmaster. For the biographical information, please include information about yourself that you will be comfortable speaking about if the Contest Toastmaster asks you about it during in the contestant interviews to be conducted following your contest. Do not include any sensitive or otherwise inappropriate information.

Collect forms. Send eligibility forms immediately via Contest Toastmaster (or responsible Toastmaster) to the Chief Judge. The Toastmaster keeps bio forms.

CONTEST CHAIR BRIEFING
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

(Announce):

Rules and Procedures: “We will now **review the rules and procedures** for this contest. Your speech **must comply with ALL current Toastmasters International rules**. You should have already reviewed this year’s rule book that was shared electronically. We have one here for easy reference.

“The speaking area for the contest is: _____.”

“You are advised to stay within the **assigned speaking area** for this contest, which has been determined in accordance with the Toastmasters International Rule Book.”

Describe the speaking area. Ideally, walk to the end points of it and point out the boundaries, if there are any boundaries.

(Announce):

For **Evaluation Contests:** “At the appropriate time in the contest, a designated Sergeant at Arms will escort you to the assigned speaker holding area, which is located: _____” You will be given Evaluation forms. Notes can **ONLY** be made on the evaluation forms provided by Toastmaster International.

Describe the holding area, which should have been determined well in advance.

IF APPLICABLE: “Additionally, to facilitate full and fair use of the speaking area, we will remove the lectern from the speaking area before your speeches begin.”

“Are there any questions regarding the speaking area?”

Address any questions. When that is done, have a Toastmaster or you inform the Chief Judge that the speaking area has been determined to be: _____ and that it has been described to the contestants.

Note: Do not invite objections about the speaking area; this issue can and should be determined prior to the contest.

(Announce):

Contestants must “Inform the Contest Chair of any props you plan to use.”

“Each contestant must **remove any badge or other items that reveal his or her educational level and also his or her club affiliation**. Please do this now.”

Check to make sure contestants are not wearing inappropriate identifying info.

CONTEST CHAIR BRIEFING
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

(Announce):

“We will now **review the time limits** for your speech, per the rule book. For the _____ speech competition, a qualifying time is _____. The timers will display a:

- Green light at _____
- A yellow light at _____
- And a red light at: _____
- You will be disqualified at: _____.

Fill in the blank lines above using this information:

Speech presentation time limits:

<u>CONTEST</u>	<u>QUAL</u>	<u>GREEN</u>	<u>YELLOW</u>	<u>RED</u>	<u>DISQUAL</u>
Humorous Speech	04:30	05:00	06:00	07:00	07:31
Evaluation	01:30	02:00	02:30	03:00	03:31
Test Speaker		05:00	06:00	07:00	

(Announce):

“The timers have been instructed by the Chief Judge that the start time of your speech begins upon your first word or any clearly, visible, movement, indicating you’re starting the speech, whichever occurs first. Timers and timing lights are located _____. This is important. Do you have any questions on the timing indicators or about qualifying and disqualifying times?” Does anyone want an audible timing. That is for the timers to say: Green / Yellow / Red?

Answer any questions that contestants have about the lights and time boundaries. Ideally, have someone demonstrate the timing lights during this part of the briefing.

(Announce):

“Here is **how you will be introduced**: The Contest Toastmaster will announce your name, followed by _____, _____ again, and then your name. When you hear your name the second time, that’s your cue to begin.”

(Announce):

At this time, the **Contest Toastmaster will verify your speech titles as well as the proper pronunciation of your names.**

CONTEST CHAIR BRIEFING
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

Toastmaster reviews both speech titles and name pronunciations.

(Announce):

No photography is allowed. Please mute any watches or other wearable technology.”

“Contestants can be **disqualified for any of the following four reasons:**

1. Contestant is not present when the contest is called to order. Please refer to your agenda on when the contest is scheduled to come to order.
2. Contestant speech is timed as under the qualifying time or over the disqualifying time.
3. Contestant is determined to be ineligible. To be eligible, one must be a member in good standing and of a club in good standing. *For the International Speech contest only*, one must also have completed the first six speech assignments in the Competent Communicator manual.”
4. Contestant speech violates contest rules on originality. This requires a consensus of judges.

“**Contestants and judges may lodge protests** with the Chief Judge or with me, as the Contest Chair, before the contest winners are announced. The Chief Judge will resolve protests per the current Toastmasters International Rule Book under the section “Protests and Disqualifications”. **All decisions of the judges are final.**”

“Finally, here is the **guidance on props**. If any of you are using props, please give the Sergeant at Arms this information. It is YOUR responsibility for handling the placement and removal of the props. The SAA may assist you but is not responsible for the props. Please do that as soon as I announce the conclusion of this briefing.”

“That covers the information required for the contestant briefing. There is still time to address any questions. Do any of you have any questions?”

Answer any questions the contestants have.

(Announce):

“Hearing no (further) questions, this briefing is concluded. If you’re using props and need to provide instructions concerning their placement and removal, please do so with the Sergeant at Arms at this time.”

“Thank you again for your participation, and good luck.”

TOASTMASTER BRIEFING

After the contestant briefing and before the contest begins, conduct the Toastmaster briefing by asking these questions:

CONTEST CHAIR BRIEFING
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

(Announce):

“Have you given the speaking order to the chief judge and also recorded the speaking order on your script so you can announce it to the audience?”

Are you comfortable with the **name pronunciations and speech titles**?

“Do you understand the proper introduction technique?”

Humorous:	Name, Title, Title, Name
Evaluation:	Name, Eval. Number, Eval. Number, Name
Test Speaker	Name, Title, Title, Name

“Do you have the biographical forms you need and have you prepared your questions for the interview portion(s) of the contest(s)?”

“Have you reviewed your other duties, including the announcements to timers – asking them to time a minute of silence between speeches (to give judges time to mark their ballots) and before the first contestant speaks, as well as saying that the judges will now have as much time as they need to mark their ballots once the final contestant speaks?”

“Do you have any questions or concerns?”

SERGEANTS AT ARMS BRIEFING

After other briefings and before the contest begins, conduct the SAA briefing. Issue assignments or ask the SAAs to coordinate their roles as follows:

One SAA assigned to work with contestants.

Speaks with contestant to see when and where props will be placed on stage. After the contestant has completed his/her speech, the SAA will assist in removing all props that may have been left behind prior to the next contestant.

One SAA assigned to each unlocked (door) access to contest room.

One SAA assigned to escort contestants to and from the holding area (for Evaluation); and

One SAA remaining in room with contestants that have not yet given speeches.

CONTEST CHAIR BRIEFING
(CONTESTANTS, TOASTMASTER AND SERGEANT AT ARMS)

(Announce):

“Please do not allow entry or departure from the contest room while contestants are speaking.”

“Speak with contestants to confirm when and where props will be positioned on the stage. Remember Contestants are responsibility to get their props on stage. Once the contestant has completed his/her speech, assist in removing all props immediately during the minute of silence and prior to the introduction of the next contestant.” (Contest Chair should have been notified by contestants that props will be used. Contest Chair provides listing of contestants using props to the SAA.)

(Announce *for Evaluation Contests only*):

“Five minutes are allowed for note preparation. Timing begins when contestants are seated in the holding area. Collect notes made on the Toastmaster Evaluation Note Sheet (#1177) from each contestant at the end of the five minutes and return to them when they are called upon to speak. Ensure you can identify which contestant’s notes you collect.”

“Do you have any questions or concerns?”