

Message for Functionaries from Chief Judge

To: Self (Chief Judge)
BCC: Functionaries
Cc: Contest master, Contest Chair, others as needed
Subject: Event Reminder – _____ Online Speech Contests (Date?) and Practice Session (Date?)

Fellow Toastmasters,

I am honored to serve as Chief Judge for the _____ Contest. _____ is serving as Contest Master and _____ is serving as Contest Chair.

On behalf of _____ Club/Area/Division/District 47, thank you for volunteering to serve as a **Contest Functionary!**

Event Details:

Saturday, _____
Briefing for Contestants, Functionaries & Volunteers at _____ a.m./p.m.
Doors open to Guests at _____ a.m./p.m.
Contest promptly begins at _____ a.m./p.m.

Registration:

You will all be pre-registered for the contest by _____. You will receive an email from her/him with the link for the contest. The appropriate Zoom links for the day of contest will be sent to you.

Practice Event Details:

An Online Practice Session will be conducted on _____ for Contestants, Functionaries & Volunteers _____ to _____ to ensure that everyone is familiar with the platform and procedures. The Zoom link/meeting ID is as follows:

Action Items

Judges: Judges Certification of Eligibility & Ethics Form - Judges, please complete the information, sign it, and send it back with a copy to _____.

Everyone: Photo or Video Release Form (in the event that your picture shows up on a photo or recording that is taken and sent out to the public)

Ballot Counters and Timers - head shot photo to be used during the contest.

For you to print and have with you on the day of the contest:

Judges: Judge's Guide and Ballot for the _____ contest and _____ contest

Ballot counters: Counter's Tally Form

Timers: Timer's Record Form

Timers: _____ and _____ will be our Timers. Timers, please make sure you have the official virtual timing backgrounds, see attached. Please download the Toastmaster's Timing app to use as a stop watch during the contest. When you enter the room - please rename your screen with ***TIMER #** and your name so we can locate you easily.

Ballot Counters: - _____, _____ and _____ will be our Ballot Counters. I will assign each of you to a specific judge closer to the date and notify you in a separate email. When you enter the room, please rename your screen name with ***BALLOT COUNTER #** and your name so we can locate you easily.

Prior to the Event, kindly review the following Speech Contest Resources:

Speech Contest Rulebook

<https://toastmasterscdn.azureedge.net/medias/files/department-documents/speech-contests-documents/1171-speech-contest-rulebook-2022-2023/1171-speech-contest-rulebook.pdf>

Speech Contest Tutorials

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

Please contact me if you have any questions or if you require additional information.

Respectfully,

Attachments:

Judge's Certification of Eligibility & Ethics Form

Table Topics Contest Judges Guide and Ballot

Evaluation Judge's Guide and Ballot for Evaluations Contest

International Speech Contest Judges Guide and Ballot

Counter's Tally Form

Timer's Record Form