

**D50 Contest Chair Briefing  
Fall 2020**

**EVALUATION AND HUMOROUS  
SPEECH CONTESTS – BRIEFINGS**

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## **DAY OF CONTEST:**

Verify participants:

- ✓ Contest Chair
- ✓ Contest Master
- ✓ Timers
- ✓ Sergeants at Arms
- ✓ Contestants
- ✓ Contest Chief Judge (Judges are the Chief Judge's responsibility to recruit and verify)

Location:

- ✓ Zoom location - A breakout room can be created if you want to brief each role separately.

Contest Chair will provide the following prior to the briefing:

- ✓ Eligibility Forms
- ✓ Bio Forms
- ✓ Video Recording Release Sheet
- ✓ Speaker Order (should already be put through the randomizer)
- ✓ Certificates of Participation

Extra items to have on hand:

- ✓ Contest Chair Briefing
- ✓ Contest Master Script
- ✓ Contest Rulebook
- ✓ Pens, Pencils, Paper
- ✓ 3 X 3 Cards
- ✓ Timing Watches
- ✓ Timing Cards or Lights

## **BEFORE THE BRIEFING:**

1. Check the Toastmasters International website to make sure the contestants are listed as eligible to compete. You must be logged in to access the checker. <https://www.toastmasters.org/speech-contest-eligibility-checker>

2. Start the contestant and sergeant-at-arms briefings in a separate breakout room, if desired.

**NOTES:**

- Ensure everyone has contact information for the Chief Judge and Contest Chair. Notify them if there are any technology issues immediately on the day of the contest.
- Immediately following the dismissal of the contest, the District Representative will hold a contest debrief with the Contest Master, Contest Chair, Area Director, Division Director, and Chief Judge to go over concerns and successes of the completed contest.

**CONTEST CHAIR**

**SERGEANT AT ARMS BRIEFING**

ATTENDEES: SERGEANTS AT ARMS, CONTEST MASTER (ON THE SIDE)

(Announce)

**Welcome to the sergeant at arms briefing for the Area / Division name contest.**

*Write in your notes where each of the Sergeants at Arms will be located during the contest.*

(Announce)

**Main Room: Sr. Sergeants at Arms stationed in the main room are to let people in from the waiting room during the moments of silence. They will create the breakout room for the ballot counters and Chief Judge and for the second SAA and Evaluation contestants. They will also be responsible for ensuring that all microphones and cameras are off during the contestant speeches except the timers.**

(For Evaluation Contest) Sequestering Contestants: The second Sergeants at Arms who will be sequestering the evaluation contestants in a separate breakout room and is to remain with those contestants until the last contestant goes in to the main room to compete. They are responsible for communicating with the Sergeant at Arm who is stationed in the main room to know when to send the next contestant during the moments of silence. The contestants will have 5 minutes to make their notes. They will then put down their writing utensil and place their hands where the SAA can see them. They will keep their cameras and microphones active during the entire time they are

If there is a 3<sup>rd</sup> SAA, they will stay in the main room and assist the Sr. SAA with admitting guests from the waiting room and ensuring all microphones and cameras are silenced during speeches.

Any questions?

Thank you all for participating.

## CONTESTANT BRIEFING

ATTENDEES: ALL CONTESTANTS (FOR BOTH CONTESTS), SERGEANTS AT ARMS, CONTEST MASTER AND TIMERS

### CONTEST CHAIR

(Announce)

Welcome to the contestant briefing for the Area / Division name \_\_\_contest. Does everyone have a pen?

If you are competing in both contests, you should have filled out TWO eligibility forms, one for each contest.

Are you a member in good standing in a club of good standing? (Membership dues are current and paid to club and Toastmasters International).

Additionally, you should have completed the BIO forms and returned them to me prior to the start of the contest.

Upon entering the main room tomorrow, ensure that you pin your timers. Does everyone know how to do that?

Any questions about the forms or do you need to send those to me?

Will anyone be recorded? Please complete the Video Recording Sheet, if you are, and return to me if you have not already.

If ANY contestant is being recorded, then ALL contestants must sign the form as acknowledgement, even if not being recorded.

Important facts you need to know about the contest are:

- Timing begins with the first word or deliberate gesture deemed part of the speech.
- The Green Light or Card will be displayed when the minimum time has been reached.
- The Yellow Light or Card will be displayed when the midpoint time has been reached.
- The Red Light or Card will be displayed when the final time has been reached and remain on display.

Speech Contest Times are:

### Evaluation

Green at 2 Minute (Green)

Yellow at 2 Minute and 30 seconds (Yellow)

Red at 3 Minutes (Red)

### Humorous Speech

Green at 5 Minute (Green)

Yellow at 6 Minutes (Yellow)

Red at 7 Minutes (Red)

- There will be no indication when a speaker goes over time. Timing stops when the speaker stops talking or ends using a deliberate gesture deemed part of the speech.

Any questions about timing?

We will view the timing lights now.

No name badges, educational indicators, or Toastmaster pins of any kind can be worn by the contestants. Please remove those now prior to joining.

If you want to lodge a protest, you must do so BEFORE the winners are announced. You will need to talk to either the Contest Chair or the Chief Judge. These are the only people that can handle protests. Once winners are announced, the results are final.

Please welcome the Contest Master for today who will be checking the pronunciation of your names and titles.

#### CONTEST MASTER

For the Evaluation Contest, I will announce contestants like this: "Name, Name."

*Practice saying their name and write down pronunciations if needed.*

Did I say your name correctly?

For the Humorous Contest, I will announce contestants and their speeches like this: "Name, Speech Title, Speech Title, Name."

*Practice saying their name, speech title, speech title, name, and write down pronunciations if needed.*

Did I say your name and speech title correctly?

During the Meet the Contestant portion of the contest, I will introduce you and ask you questions.

If you are competing in both contests, you will answer questions during the second Meet the Contestants segment.

I will ask your name, club you represent, your Toastmaster education level or how many speeches you have given, and a question of my own choosing.

The Contest Chair will take over from here.

*Call the contest Chair back to the Stage*

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### CONTEST CHAIR

(Announce)

Thank you, Contest Master.

A few more things concerning the contest...

The Sergeants at Arms will handle the following:

- Sr Sergeants at Arms will admit guests in and out of the waiting room and will mute microphones and cameras for all parties during your speeches.
- (For Evaluation Contest) Sequestering Contestants: the second Sergeants at Arms who will be sequestering the evaluation contestants in a separate room breakout room is to remain with those contestants until the last contestant goes in to the main room to compete. They are responsible for communicating with the Sergeant at Arm who is stationed at the door to know when to send the next contestant during the moments of silence. The contestants will have 5 minutes to make their notes. They will then put down their writing utensil and place their hands where the SAA can see them. They will keep their cameras and microphones active during the entire time they are sequestered.

- If there is a 3<sup>rd</sup> Sergeant at Arms, they will remain in the main room to assist in admitting guests from the waiting room and muting the audience members microphones and cameras during speeches.

**Any questions?**

**You are dismissed.**

**Have a great contest!**

*Communicate to the Contest Chief Judge that the contestants and Sergeants at Arms have been briefed.*

*If needed, conduct a short briefing with the Contest Chief Judge and the Contest Master concerning any questions or concerns the three of you have prior to the contest.*