



How to Conduct and Promote an Online Speech Contest

Solarzar Dellaporta, DTM January 11, 2023



Agenda:

- 1. When to Start Planning
- 2. Contest Chair
- 3. Contest Officials
 - Chief Judge
 - Toastmaster
 - SAA
 - Tech Chair
- 4. Tech Tips
- 5. Re-Contest Briefings
- 6. Contest Day
- 7. Resources



When to Start Planning







- 1. Schedule and announce contest date
- 2. Promote Club Contests as a lead-in to Area Contest
 - You are building a ladder: Club to Area to Division to District
- 3. Review Contest Scripts
- 4. Begin recruiting
 - Contest Chair
 - Chief Judge
 - Toastmaster(s)
 - Sergeant at Arms
 - Tech Chair







- 1. Ideally someone with prior contest experience.
- 2. Organizes and oversees the contest team and contests from start to finish.
- 3. Working with Area or Division Director select:
 - Toastmaster(s) prefereably one for each contest
 - Chief Judge may be one for both contests
 - SAA
 - Tech Chair



Material Needed

- 1. Download Speech Contest Packages:
 - https://www.toastmasters.org/resources /tall-tales-speech-contest-kit
 - https://www.toastmasters.org/resources /international-speech-contest-kit
- 2. Contestant Information package
 - Speech Contest Rulebook (Item 1171)
 - Speech Contestant Profile (Item 1189)
 - Speaker's Certification of Eligibility and Originality (Item 1183)
 - Appropriate Contest Ballot





Not Done Yet...

- 1. Timing Material
 - Backgrounds for the timers the same for both
 - Timers for the timers phones stopwatches to the 10th of a second
 - Time Record Sheet (Item 1175)



- Judging Material
 - Judge's Guide and Ballot
 - Speech Contest Rulebook (Item 1171)
 - Tall Tales Ballot (Item 1181)
 - Tall Tales Tiebreaking Ballot (Item 1181A)
 - International Ballot (Item 1172)
 - International Tiebreaking Ballot (Item 1188)
- Judge's Certification of Eligibility and Code of Ethics (Item 1170)



And There's More...

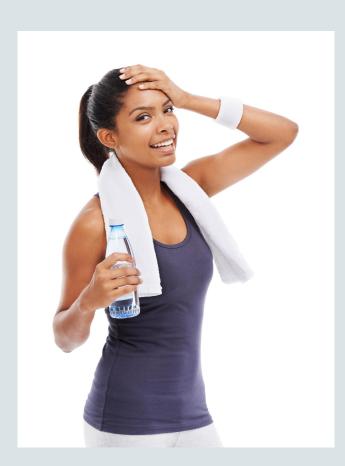
- 1. Winners Certificates (Items 510A,510B,510C)
- 3. Participants Certificate (Item 510D)







And Even More!



- 1. Counter Forms
 - Counter's Tally Sheet (Item 1176)
 - Online Tally Form:
 - https://tinyurl.com/D101ContestMaterial
- 2. Dry Run Dates
 - Dry Run for Contestants
 - Toastmasters Chief Judge SAA Timers
 - Dry Run for Judges
 - Chief Judge Judges Ballot Counters Timer
- 3. Get a Tech Chair (https://d101tm.org/great-events/)
- 4. Select Toastmasters

COUNTER'S TALLY SHEET



Give this completed tally sheet to the chief judge. The chief judge provides the chair the names and places of all contestants. The balance of the information is confidential and not to be made available as general information.

Name of Contestant					
Name of Judge					
1,					
2.					
3.					
4. 5.	20				
5.	25				
6.					
7,					
8,					
9.	824				
10.	10				
Totals	S)				

- 1. From each ballot collected, enter on this tally sheet:
- a. 3 points for FIRST place
- b. 2 points for SECOND place
- c. 1 point for THIRD place
- 2. After results from all ballots have been entered, compute totals.
- Check the Timer's Report. If any contestants were disqualified by the chief judge for speaking under-time or overtime, strike their names from the results.
- 4. If a tie results, refer to the Tiebreaking Judge's Ballot.

Enter winners as follow	
1st Place Winner	
2nd Place Winner	
3rd Place Winner	
	paper, submit the names of the winners to the chair or the person who will announce the rst, second and third (if appropriate) place next to the corresponding names.

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SPEECH CONTEST TIME RECORD SHEET AND INSTRUCTIONS FOR TIMERS



Contestant	Presenta	tion Time
Contestant	Minutes	Seconds

Two timers, appointed by the chief judge keep the official record of the time of each contestant's speech. One timer is provided with a stopwatch and the other with a signaling device that displays green, yellow, and red colors.

Timers shall provide warning signals to the contestants, which shall be clearly visible to the speakers but not obvious to the audience. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. If any special device and/or specific instructions for such signal is/are regulied, the contestant must provide same.

Any contestant is disqualified whose speech time is less than the minimum or more than the maximum time indicated below. In all speech contests, no slighal shall be given for the overtime period. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

Timing begins with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

All speeches delivered by contestants must conform to the timing guidelines for the contest.

International and Humorous speeches shall be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds. A green signal will be displayed at five minutes and remain displayed for one minute. A yellow signal will be displayed at six minutes and remain displayed for one minute. A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.

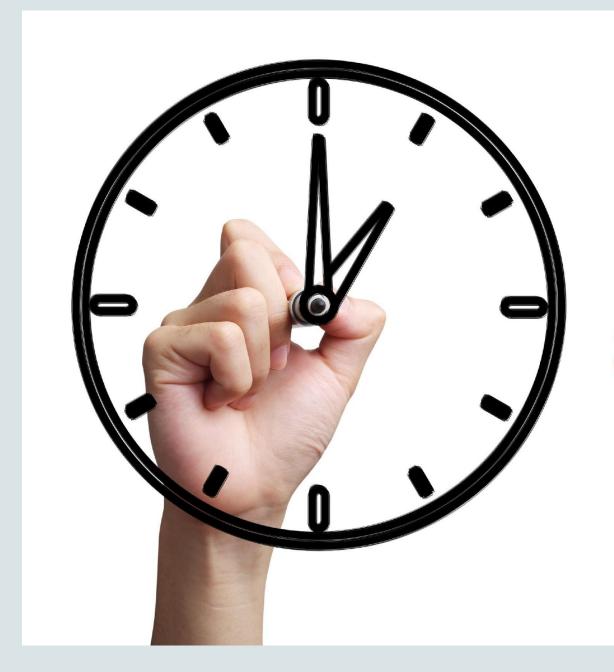
Table Topics* contest speeches shall be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds. The green signal will be displayed at one minute and remain displayed for 30 seconds. The yellow signal will be displayed at one minute 30 seconds and semain displayed for 30 seconds. The red signal will be displayed at two minutes and remain displayed until the speech is concluded.

Evaluation contest speeches shall be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds. The green signal will be displayed at two minutes and remain displayed for 30 seconds. The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds. The red signal will be displayed at three minutes and remain displayed until the valuation is concluded.

Tall Tales speeches shall be from three to five minutes. A contestant will be disqualified if the speech is less than two minutes 30 seconds or more than five minutes 30 seconds. The green signal will be displayed at three minutes and remain displayed for one minute. The yellow signal will be displayed at four minutes and remain displayed for one minute. The red signal will be displayed at five minutes and remain displayed until the speech is concluded.

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Time for a break







Next

Chief Judge

- Be familiar with the Contest Rulebook
- Be familiar with the Contest Script
- Briefs the contest functionaries
- Ensures compliance with TI Contest Rules
 - Briefs and verifies Judges' eligibility
 - Briefs and verifies Contestants' eligibility
 - Briefs and manages the Ballot Counters
 - Manages the judging process
 - Manages Protests





Not Done Yet...

- Judges
 - □ Club 5; Area 5; Division 7; District 7





- Tie-Breaker Judge
 - Ideally not a member of your Club, Area, Division, or District



JUDGE'S CERTIFICATION OF ELIGIBILITY AND CODE OF ETHICS



competition.	complete	CHS IOITH	before the ce	nicscand sc		the effet juage	at each level of
Name of Conte	est: 🗖 Eva	luation	■ Humorou	s 🗖 Interr	national	■ Table Topic:	s® ■Tall Tales
Contest Level:	□ Club □ World			■ District	■ Regio	on Quarterfinal	□ Semífinal
Date of Contest							

All judges must complete this form before the contest and submit it to the chief judge at each level of

Eligibility

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 the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
- 3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
 - a. Be at least an Advanced Toastmaster Bronze, Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.
 - b. Have previously judged a Toastmasters speech contest at the Area, Division, District, or semifinal level.
- 4. Judges for contests beyond the club level are not eligible to compete in the same contest type during the same contest cycle.



Judge's Code of Ethics

- 1. I will demonstrate the utmost objectivity. I will consciously avoid bias of any kind in selecting first, second, and third place contestants. I will not consider any contestant's club, Area, Division, District, or region affiliation. I will not consider any contestant's age, sex, race, creed, national origin, disability, profession, or political beliefs.
- 2. I will not time the speeches and will not consider the possibility of undertime or overtime when judging a contestant's speech.
- 3. I will support by word and deed the contest rules and judging standards, refrain from public criticism of the contest, and only reveal my participation as a judge, my selected scores, and the ranking I assigned in accordance with speech contest rules.
- 4. I am not a member of the same club as any contestant when judging at the Division, District, region quarterfinal, semifinal and final levels.

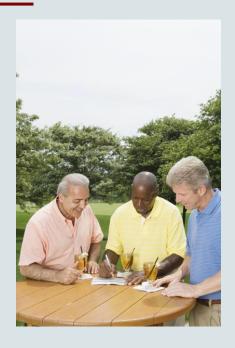
I certify that I am aligible to serve as a judge upday the current speech contact rules and will uphold the

5. I have no conflict of interest with any of the contestants that would cause me to be biased.

Judge's Code of Ethics.	judge, ander the current speech com	sscrates, and will apriora the
Signature	Pr	ínted Name
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- Always balance the number of Judges with the number of Clubs, the number of Areas, and the number of Divisions.
- At Division and District a Judge cannot be a member of the same club as the contestant.





Ballot Counters

- Three Ballot Counters are best...
 - Never less than two

Timers

Must have two timers, primary and secondary





Sergeant at Arms



- Start the contest on time (check with Contest Chair)
- Announce Contest Attendance Rules
- Accompanies Contestants to Breakout Rooms when Used (not used for Tall Tales or International Speech Contests)



What to Expect From a Contest Toastmaster?

- 1. Be certain he or she can read! (sheer sarcasm)
- 2. The Contest is not about the Toastmaster, it is about the Contestants
- 3. The Contestant Interview is about getting to know the Contestants



- Learn how to pronounce the Contestant Names, and Speech Titles
- Be flexible with last-minute changes that occur during the Contest





Prior to the Contest

- Let the Toastmaster be the Point of Contact for the Contestants
 - Sends Information Packet to Contestants, including Judging Ballot
 - ☐ Collects Bio and Eligibility Forms (provides Eligibility Forms to Chief Judge)
 - https://www.toastmasters.org/speech-contest-eligibility-checker
- Let the Chief Judge be the Point of Contact for the Judges, Ballot Counters and Timers
 - ☐ Collect Judge Eligibility Forms, Sends Rulebook and Ballots
 - Sets up Judging Process, Ballot Counting Process, and collection of Timing Report
 - ☐ Let the Chief Judge find the Tie-Breaker Judges





First Place:	Fourth Place:	Seventh Place:
Second Place:	Fifth Place:	Eighth Place:
Third Place:	Sixth Place:	Ninth Place:
		Tenth Place:





Prior to the Contest

- 1. Tech Chair determines the best way to do the contestant Audio/Video checks
- Tell Contestants to come to the Dry Run with the Audio and Video setup they intend to use at the Contest
 - Draw Speaking Order at Dry Run or a few days before the contest
 - https://www.random.org/lists/
 - Report the speaking order to the Chief Judge who will notify the Judges
- 3. Chief Judge briefs the Contest Chair, Toastmaster, Judges, Contestants and Tech Chair on the Protest Process
 - ☐ Keep the Chief Judge in charge of the Protest Process



Protests



- Protests are limited to eligibility, originality, and reference to another contestant's speech.
- Protests must only be lodged by voting judges and/or contestants.
- Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner(s) and alternate(s).





Prior to the Contest

- Do a script walk-through with the SAA, Toastmaster(s), Chief Judge, and Contest Chair – review the Contest flow, Technical Interruptions, and Protests
- 2. Prepare the Contest Program





At the Contest

- 1. Do a morning setup with the Functionaries to ensure they are present
- Do a morning Audio and Video check with the Contestants to ensure they are present and their technology is working
- Start on Time
 - Advise everyone to stay out of the Chat keep the Chat for contest Team Member communication
- The SAA will introduce the Area or Division Director who will introduce the Dignitaries – find out who is registered





At the Contest

- 1. SAA/Tech Chair/Contest Chair posts the Contest Program in the Chat Room
 - Preferably one contest at a time
- 2. Contestant Interviews in the contests allow time for the Ballots to be tallied; however, when doing two contests back to back the first contest (Tall Tales) does not need to wait for the tally to be complete to conclude the interview
- 3. The Chief Judge should report the results to:
 - Person doing the Certificates
 - Contest Chair
 - Dignitary announcing the results





At the Contest

- The Contest Chair or Chief Judge should notify the Toastmaster when the results are reported
- 2. Results are reported in reverse order, 3rd, 2nd, 1st
- If there is a disqualification, the fact that there is a disqualification is announced, but not the name of the contestant
- 4. Results are NOT announced by the Chief Judge
- 5. Disqualified contestants are notified by the Contest Chair, not the Chief Judge





After the Contest

- The Contest Chair/Chief Judge prepares the Notification to be sent to next level Contest (they can arm wrestle for who does this)
- Participant Certificates should be completed and sent to all Functionaries and Contestants





Tall Tales Contest

Judge's Guide and Ballot

		SU	GGEST VAL		DINT										
JUDGING ITEMS		E X C E L L	V E R Y	G O	F A										
		N T	O D	O D	I R	1	2	3	4	5	6	7	8	9	10
Speech Development Opening, Build-Up, Climax, Organization, Smoothness	COZTEZT 30	30	22-29	13-21	0-12										
Speech Techniques Effective Use of Exaggeration, Irony, Pun, Surprise Twists, Humor, Slapstick, Etc.	D E L	25	18-24	11-17	0-10										
Physical Appearance, Body Language	I V E R	15	11-14	7-10	0-7										
Voice Flexibility, Volume	5 5	15	11-14	7-10	0-6										
Appropriateness To Speech Purpose and Audience, Good Grammar, Pronunciation and Word Selection	LANGUAGE 15	15	11-14	7-10	0-6										
TOTAL SCORE (100 Point	s Pos	sible)	3												



(Detach and submit to chief jud

ludge's	Official	Ballot -	- Tall	Tales	Contest
---------	----------	----------	--------	-------	---------

First Place:Second Place:	
	 1
Third Place:	

(Signature of Judge)

NOTE: Votes must be cast for first, second and third place or the ballot will be voided.

PLACE	RANKING POINTS (for counters' use only)
First Place	3 points
Second Place	2 points
Third Place	1 point

ludge's Name; Please Print)

INTERNATIONAL SPEECH CONTEST JUDGE'S GUIDE AND BALLOT



		SU	GGEST VAL	ED PO	TAIC				/ /						8
JUDGING ITEMS		E X C E L L E N T	V E R Y G O O	G 0 0 D	F A I R	2	3	4	5	6	/	8	9	10	/
Speech Development Structure, Organization, Support Material	C	20	14-19	9-13	0-8							1000			6
Effectiveness Achievement of Purpose, Interest, Reception	N T E N T	15	11-14	6-10	0-5										
Speech Value Ideas, Logic, Original Thought	5	15	11-14	6-10	0-5										8
Physical Appearance, Body Language, Speaking Area	D E L	10	7-9	4-6	0-3										
Voice Flexibility, Volume	I V E R	10	7-9	4-6	0-3										
Manner Directness, Assurance, Enthusiasm	3 0	10	7-9	4-6	0-3										
Appropriateness To Speech Purpose And Audience	L A N G U	10	7-9	4-6	0-3										
Correctness Grammar, Pronunciation, Word Selection	U A G E 2	10	7-9	4-6	0-3										8
TOTAL SCORE (100 Point	s Pos	sible))												

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llat	International	Cnaach	Contact

Judge's Official Ballot - International Speech Contest

First Place:	
Second Place:	
Third Place:	

NOTE:	Votes must be cast for first, second
and thin	d place or the ballot will be voided.

PLACE	(for counters' use only)
First Place	3 points
Second Place	2 points
Third Place	1 point