

Conduct Quality Speech Contests – Notes



**AREA AND DIVISION DIRECTOR
TRAINING**

SESSION 4:
Conduct Quality Speech Contests

2016EP www.toastmasters.org

Session Agenda



- ▶ Types and benefits of speech contests
- ▶ Speech contest preparation
- ▶ Speech contest rules

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Session Objectives



- State types of speech contests
- Explain benefits of speech contests
- Prepare a speech contest with leadership teams
- Solve speech contest challenges and answer questions using the *Speech Contest Rulebook* (Item 1171)

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Notes: Instead of breaking out into teams to prepare a speech contest, we will review the various resources at your disposal, then discuss some contest basics. We will be asking questions and randomly selecting responses. You will also complete your workbooks.

Type of Speech Contests



- ▶ International
- ▶ Evaluation
- ▶ Humorous
- ▶ Table Topics™
- ▶ Tall Tales
- ▶ Taped (for members of undistricted clubs and for provisional districts)

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Note: This is a question to the audience.

Benefits of Speech Contests



- ▶ Participants gain speaking experience
- ▶ Opportunity to meet goals
- ▶ Audience sees proficient speakers
- ▶ Audience learns about variety of topics
- ▶ Speakers grow beyond the club
- ▶ Build leadership and team-building skills
- ▶ Creates awareness of Toastmasters
- ▶ Builds membership

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Note: This is an exercise. Ask for answers from the audience.

Speech Contest Resources for Clubs



- ▶ Area and division directors are resources for club officers' speech contest questions
- ▶ Area and division directors should have a thorough understanding of speech contests

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Note: Area Directors should begin encouraging clubs to conduct speech contests when they do their fall club visits.

Speech Contest Resources



The primary
contest resource
is...



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Note: Ask audience the question.

Speech Contest Resources



<https://www.toastmasters.org/leadership-central/speech-contests>

The screenshot shows the Toastmasters website page for Speech Contests. The page features a navigation menu with links for Home, Leadership Central, and Speech Contests. The main content area is titled "SPEECH CONTESTS" and includes a photograph of a speaker on a stage in front of an audience. Below the photo, there is a brief description of the speech contest tradition and the competition process.

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Note: This is where you go to find everything available on Speech Contests.

Speech Contest Resources



<https://tmd56.org/contests/>

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Note: Much useful information not found in International website, such as list of dignitaries, scripts, etc.

Speech Contest Resources



D-56 Contest Project Planner

Schedule (sorted by Start date)		Week -6	Week -5	Week -4	Week -3	Week -2	Week -1	Week 0
Task	Owner							
Select Contest Chair	VP Education	S	F					
Obtain Budget approval from Club Officers	Contest Chair	S	F					
Create To-do checklist/minutes (use this as a guide)	Contest Chair	S	F					
Set date, time, and place. Hold contest in place of a regular meeting	Contest Chair	S	F					
Read documents on the Internet - http://tmd56.org/lp/contests/	Contest Chair	S	F					
Select Chief Judge	Contest Chair	S	F					
Select Awards Owner	Contest Chair	S	F					
Select Refreshments Owner	Contest Chair	S	F					
Invite Toastmaster Dignitaries and Guests	Contest Chair	S	F					
Order and receive contest materials from TI	Contest Chair	S	F					
Recruit and select judges. Network/trade with other clubs	Chief Judge	S	F					
Promote the club contest with enthusiasm and optimism	Contest Chair	S	F					
Create a draft agenda	Contest Chair	S	F					
Train Chief Judge if necessary, and review tasks and ownership	Contest Chair	S	F					
Meet with Chief Judge to review tasks and ownership	Contest Chair	S	F					
Select Toastmaster	Contest Chair	S	F					
Create a floor	Contest Chair	S	F					
Meet with Awards owner to plan gifts, awards, and trophies	Contest Chair	S	F					
Select Text Speaker (Evaluation Contest). Network with other clubs	Contest Chair	S	F					
Select Sergeants-at-Arms	Contest Chair	S	F					
Select Babel Counters	Chief Judge	S	F					
Select Timers	Chief Judge	S	F					
Confirm contestant eligibility. Find new judges as needed	Contest Chair	S	F					
Confirm contestant eligibility with TI	Contest Chair	S	F					
Order blank certificates	Awards Owner	S	F					
Order and receive or make trophies and gifts	Awards Owner	S	F					
Notify Contestants of Contest details, send rulebook and forms	Contest Chair	S	F					
Notify Contest Officials of Contest details	Contest Chair	S	F					
Plan the Contestant briefing (use on-line script)	Contest Chair	S	F					
Plan the Chief Judge briefing (use on-line script)	Chief Judge	S	F					
Meet with the Refreshments owner to plan the refreshments	Contest Chair	S	F					
Train judge if necessary	Chief Judge	S	F					
Personalize on-line Toastmaster Script	Toastmaster	S	F					
Organize forms and awards into folders by person	Contest Chair	S	F					
Create/print copy Agenda/Program document	Contest Chair	S	F					
Personalize certificates	Awards Owner	S	F					

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Note: Excel spreadsheet that can be downloaded from district website. Use as you see fit.

Speech Contest Resources for Clubs



INTERNATIONAL AND TALL TALES SPEECH CONTEST

- Area Director / Division Director (or other): _____ calls meeting to order.
- Area Director / Division Director (or other), calls for _____ to give inspiration & lead pledge of Allegiance.
- Area Director / Division Director (or other), introduces Toastmaster: _____

TOASTMASTER

Opening remarks – _____

asking audience to turn off any device that makes noise.

Recognizes dignitaries: District/Division/Area Officers

(READ INFORMATION EXACTLY AS ON DISTRICT DIGNITARY LIST FROM LEFT TO RIGHT FOR THOSE DIGNITARIES PRESENT)

(Announce:)

"We will have two contests: the Speech Tall Tales and International Contest. The first contest will be the Speech Tall Tales Contest. When that contest has concluded we will have a 10 minute break. After the break, we will conduct the International Speech Contest."

THE CHIEF JUDGE WILL NOT BE CALLED UPON TO HANDLE BRIEFING OF AUDIENCE. THE TOASTMASTER IN SCRIPT BELOW WILL HANDLE AUDIENCE BRIEFING.

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Note: This is a contest script template that can be downloaded from the district website.

District Requirements



- ▶ Districts must hold the International Speech Contest every year.
- ▶ Districts are allowed to hold up to three additional contests per year.

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Note: Ask "what are the district requirements for speech contests?"

Question?



How many speech contests can a club conduct each year?

- ▶ Answer – As many as they want!

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Note: This is a trick question. Clubs should be encouraged to conduct speech contests. Only one should count for advancement.

Question?



What makes for a quality speech contest?

- ▶ Well-trained contest chairs & judges
- ▶ Planning
- ▶ Interesting speeches
- ▶ Suitable location
- ▶ Toastmasters branded materials

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Note: Allow 2-3 minutes for Q&A.

Question?



What can area and division directors do to help prepare successful contests?

- ▶ Plan contest budget and publicity
- ▶ Answer questions
- ▶ Inform judges and functionaries of duties
- ▶ Schedule the contests
- ▶ Organize resources & form logistics committee
- ▶ Chose fair & impartial judges
- ▶ Know the rules

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Note: Allow 2-3 minutes for Q&A.

Speech Contest Judges



- ▶ Chief judge
 - Selects fair and impartial judges
 - Trains contest officials
 - Prepares contest officials for the role
 - How to use Judge's Guide and Ballot (Item 1172)
 - How to choose a winner without evaluating speakers

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Note: Transition over to Jan. Refer to facilitator's guide for more information.



Judges & officials listed in rulebook

5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
1. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreaking judge, two (2) counters, and two (2) timers are appointed, unless impractical.
 2. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.
 3. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.

Note: Page 9 in the contest rulebook lists the required functionaries and general procedures for speech contests.



Chief Judge's checklist from rulebook

Chief Judge's Checklist

Before the Contest

1. Appoints and counsels voting judges, counters, timers, and a secret tiebreaking judge.
- 2. Acting as chief counter, provides each counter with a copy of the Counter's Tally Sheet (Item 1176).
3. Encourages all speech contest officials to view the online Speech Contest training at www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials.
4. Conducts the judges' briefing for voting judges, counters, and timers.

Judges' Briefing Checklist

1. Distribute the following to each voting judge:
 - ▶ List of contestants in speaking order
 - ▶ Judge's Guide and Ballot
 - ▶ Speech Contest Rulebook (Item 1171)
 - ▶ Judge's Certification of Eligibility and Code of Ethics (Item 1170)
2. Instruct voting judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
3. Review the Judge's Guide and Ballot and speaking area.
4. Brief the ballot counters in the use of the Counter's Tally Sheet (Item 1176).
5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.
6. Provide a stopwatch to timer.
7. Brief the timers in the proper use of the timing equipment, if necessary.

Note: This is a partial example of a checklist for the Chief Judge. This is found on page 23 in the rulebook.

Speech Contest Resources



<https://www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials>

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Home Leadership Central Speech Contests Speech Contest Tutorials

SPEECH CONTEST TUTORIALS

These tutorials offer fundamental principles to help members understand speech contests.

**System Requirements: Adobe Flash player version 10.0 or later. **These tutorials may not be fully accessible by older versions of Internet Explorer browsers.

Overview and Roles
TUTORIAL

When You're the Judge
TUTORIAL

Judge's Guide and Ballot
TUTORIAL

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Note: Video training sessions are available to help prepare judges and functionaries for their roles.

Checklist Game



- What should the contest chair order for all contest speakers?
- What should the contest chair order for contest winners?
- From where should the contest chair order these items?

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Note: Refer to facilitator's guidebook for answers to Checklist Game. TELL area and division directors that the fifth item on the contest chair's Preparation Checklist states, "Order certificates of participation for all contest speakers, and order trophies for the winners from World Headquarters."

Checklist Game



- May clubs, areas, divisions, or districts produce awards for contestants and winners?

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Note: The fifth item on the contest chair's Preparation Checklist reminds members that it is a trademark violation to put the Toastmasters logo or the words "Toastmasters" or "Toastmasters International" on speech contest awards not purchased from World Headquarters.

Checklist Game



- When should the contest chair notify contestants of the time and place of the contest and pre-contest briefing?

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Note: The ninth item on the contest chair's Preparation Checklist states, "Notify the contestants of the time and place of the contest and pre-contest briefing **two to six weeks** before the contest." Therefore, division speech contests should be scheduled no later than 2 weeks before District Conference. This has created challenges in the past.

Checklist Game



- Where should the chief judge tell the contest judges to sit?
- Why should the contest judges sit there?

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Note: The second item on the chief judge's Judges' Briefing Checklist states, "Instruct contest judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system."

Checklist Game



- What does the chief judge give to the contest chair during the contest?

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Note: The fifth item on the chief judge's Contest Checklist states, "Provides a list showing placement of all contestants to the contest chair." Keeping contestants sitting together is a good practice to isolate them from judges.

Checklist Game



- What two events must a contestant attend before the contest?

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Note: the second and fourth items on the contestant's *Before the Contest Checklist* say to attend the **Contestant's Briefing** and the **Speaker's Rehearsal**.

Speech Contest Rules



- ▶ *Speech Contest Rulebook* (Item 1171)
 - The ultimate resource for contest issues
- ▶ Questions can be directed to World Headquarters
 - Email speechcontests@toastmasters.org
 - Phone 949-858-8255



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Note: This rulebook can be downloaded from the TI website, along with all contest materials. The district normally orders the contest packets for all Area and Division speech contests. Clubs are on their own.

Review



- State types of speech contests
- Explain benefits of speech contests
- Prepare a speech contest with leadership teams
- Solve speech contest challenges and answer questions using the *Speech Contest Rulebook* (Item 1171)

Conclusion: Closing Remarks



- ▶ The benefits of speech contests extend to all involved.
- ▶ Area and division directors must have a thorough understanding of speech contests.
- ▶ The *Speech Contest Rulebook* (Item 1171) is an important guide.
- ▶ It is important to choose fair and impartial judges and train contest officials.

