



Toastmaster Contestant Briefing Checklist

Evaluation Speech Contest

1. Prior to the Contest:

- a. Obtain the contestant names from the Contest Chair.
- b. Coordinate the time of the Contestant briefing with the Event Chair.
- c. Find out if the Contest Chair has already notified all the contestants of the contest time, briefing time and provided the Speaker's Certification of Eligibility and Originality (Item 1183) and the Speech Contestant Profile (Item 1189).
- d. Notify all contestants that you are the Toastmaster. If any of the above information has not been provided already then provide it.
- e. Advise the contestants when you will need the Profile and Certificate of Eligibility.
 - i. Club: at the Club level if you want the contestants to provide it the day of the contest before the contest begins, that is up to you and the Contest Chair.
 - ii. Area, Division, and District: Collect the forms no later than the contestant Dry Run.
- f. Advise the contestants if they have any questions, or questions about the use of props to contact you.

2. Contestant Briefing:

- a. There are three levels of the contestant briefing:
 - i. Briefing to review contest rules; defined speaking area; originality and eligibility. These rules can be done in advance of the contest.
 - ii. Audio and video check. While audio and video may be tested as part of the Dry Run, it is important to do this test, once again, on the day of the contest, before the contest begins.
 - iii. Speaking Order. More and more Contest Chairs have been selecting speaking order in advance of the contest. While it is important to provide the speaking order to the Chief Judge and Judges in advance of the contest, doing speaking order too far in advance also provides an advantage to the contestants by knowing which order they will speak in advance. This is a choice the Contest Chair and Toastmaster will make for their contest.
 - The randomizer at RANDOM.ORG is an effective way to generate a random order from a list of names entered into the Part 1: List Items box. The URL is: <https://www.random.org/lists/>.
 - This can be done at the Dry Run with the contestants watching or done later and the contestants are notified.
 - A compromise is to do it the day/night before the contest, then notify the Chief Judge, Contest Chair, and contestants.
- b. Verify sufficient extra forms for eligibility and bio are on hand



- c. Verify the SAA is clear on when and how to start contest.
 - d. Review the breakout room set-up with the SAA and the Tech Chair.
 - i. The breakout room should be set up before the contest.
 - ii. The breakout room is opened after the Test Speaker completes his/her speech and the Toastmaster asks for the Tech Chair to open the breakout rooms and move the Sergeant-at-Arms and contestants to the breakout room.
 - e. Verify the SAA is clear on managing the contestants in the breakout room during the 5 minutes preparation time. The SAA will time 5 minutes, as will the Timer in the Main Room.
 - i. There is no talking.
 - ii. Contestants prepare their evaluation from their evaluation notes.
 - f. The Tech Chair will also notify the SAA when the 5 minutes is up.
 - i. Contestant #1 will be asked to return to the Main Room.
 - ii. The rest of the contestants are asked to keep their hands visible in the breakout room to prevent additional note taking or preparation.
 - iii. As each contestant completes the Tech Chair will notify the SAA to return the next contestant to the Main Room.
 - g. Contestants are advised to remain quiet in the Main Room until called upon by the Toastmaster.
 - h. Verify Agenda is provided to Toastmasters and Chief Judges
3. After the contest:
- a. The Contest Chair files form 1182 Notification of Contest Winner with the Area/Division Director or District PQD. This form lists the contestants' names, club numbers, email addresses, and telephone numbers.

Evaluation Speech Contest

1. Follow up with Contestants at the Dry Run to review the contest flow, process, and rules, and ensure you have the correct pronunciation of their name, appropriate Bio, and Eligibility Form.

Eligibility

To be eligible a contestant must:

- *Be a Toastmaster in good standing of a club in good standing, meaning the club has 8 or more members and their membership dues are current with Toastmasters International.*
- *Not be a current District or International officer, nor have declared the intent to run for, District or International office (i.e. District Program Quality Director, Division Director, Area Director, etc.).*
- *Not be a Candidate for District positions elected by the District Council for the term*



beginning the upcoming July 1.

- *Toastmasters who are members of more than one club and meet all other eligibility requirements may compete at each club level. They may not, however, compete in more than one Area/Division Contest of the same type even if the Areas/Divisions are in different Divisions or Districts.*

(Contest Rules)

The contestants are briefed about the agreed speaking area which is the frame of their camera.

Contestants are required to stay in the frame, any movement out of the frame which includes parts of their face or upper body will make it difficult for judges to observe them and may not work in their favor.

- *There is no penalty for moving out of frame.*

Speakers may stand or sit depending on the space available to them.

- *Props may be used to support or illustrate the speech based on prior approval.*

There is no recording of speeches, screenshots, or pictures allowed during the contest.

- *Everyone is to remain muted, with their video off, except the Toastmaster, the signaling timer, and the speaker on the stage.*

We will also ask everyone to turn off all beepers, cell phones, or any object that may make noise during the contest.

After the Test Speaker finishes his/her speech we will ask the Tech Chair to move the Sergeant at Arms, and all the contestants, to the breakout room.

Each of you will be returned to the Main Room contest area when it is your turn to speak.

Once you begin speaking no prompt will be given for moving out of the frame. You monitor yourselves on your computer screen.

There will be one minute of silence after each of you speaks to give the judges time to mark their ballots.

After the final contestant, I will ask for silence until the judges and ballot counters have collected all the judges' ballots and have been moved to the breakout room.



*I will address each contestant by name and ask, “**Are You Ready?**”*

- *[The Contestant will select “Hide non-video participants”]*
- *[Once that is done, the Contestant is required to provide an Audible “**Yes, I am ready**” to confirm their audio is on and they are ready to speak.]*

*When the Contestant responds, “**I am ready**”, the Tech Chair will Spotlight the Speaker.*

Then the Tech Chair will Spotlight the Timer.

*Next, I will ask each speaker “**Can You See the Timer**”*

- *[The Contestant will provide an audible “**Yes**” to the Toastmaster]*

*Then I will ask the Timer, “**Timer, Are you Ready**”*

*The Timer will respond “**The Timer is Ready.**”*

- *[The timer should also raise their virtual hand in the event the Spotlight fails it will keep the Timer at the upper left corner of the screen.]*

To eliminate any perception of bias, I will introduce each contestant in the same way:

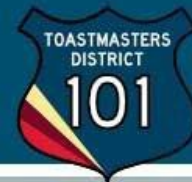
Speaker Name, Speaker Name

[NOTE for the Toastmaster: Do Not Refer to Contestants as Contestant 1, Contestant 2, Contestant 3, etc. Simply reference the first contestant to start. After that always refer to the Next Contestant.]

The Speakers will not start their Evaluation until I formally announce them.

*Please remember that when I first mention you by name, that is not the announcement for you to start. You begin after I announce **Speaker Name, Speaker Name.***

- *Evaluations must be from 2 minutes to 3 minutes. Any contestant speaking less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.*
- *Timer, please prepare to demonstrate the timing:*
- **Green** Background at **2** minutes.
- **Amber/Yellow** Background at **2 minutes 30 seconds.**
- **Red** Background at **3** minutes. The **Red** Background will stay up until the speaker has finished speaking. No notice will be given if a speaker goes over time.



- *Timing starts with the 1st word uttered or when you use any form of communication toward the audience, this includes gestures.*

*In the event the lights fail, the contestant should continue to speak unless advised to stop by the Chief Judge, or the Contest Chair. They will grant an additional **30 seconds** time to the speaker.*

If audio or video technology fails during the contest

- *If only one contestant is impacted, the Chief Judge will pause the contest until the technology issue is resolved.*
- *The contestant will resume their speech at the point at which the technology failed and will be allowed **30 seconds** extra time for the completion of his or her speech.*
 - *A contestant who is advised to stop cannot start over. When they resume, they must continue from where they were stopped.*
- *If the Contest Chair determines that the contest can no longer continue (due to a lack of contestants or contest officials), the contest will be reconvened at a later date or time.*

- *Judges have been instructed not to consider time in their ranking of the speakers*

- *The Chief Judge is responsible for briefing the judges.*

- *A Protest may only be entered by a contestant or a Judge. The protest must be based on eligibility, originality, or reference to another contestant's speech. The protest must be presented to the Chief Judge and/or Contest Chair, as determined by the Chief Judge/Contest Chair.*

[the recommendation is for all protests to be sent to the Chief Judge directly by contestants or judges so there is no delay in identifying the protest and acting on it.]

Eligibility for each contestant has been determined by the Contest Chair, I recommend if you are choosing to protest the eligibility of any of your fellow contestants that you notify the Contest Chair immediately after this briefing.

In the Evaluation Contest, you do not see the response of the contestants who speak before you so any protest based on originality would be for a contestant who speaks after you.

A protest must be reported before the contest results are announced.

Once a protest is received the Chief Judge and Contest Chair will determine the grounds for the protest.

- *If necessary, the judges will be convened to review the protest and allow the contestant against*



- whom the protest is lodged to respond to the protest.*
- *After the contestant returns to the contest, the judges will determine if the protest is upheld.*
 - *If upheld the contestant will be notified by the Chief Judge before the meeting is adjourned.*
 - *The decision of the judges is final.*

Before the announcement of the contest winners, the Contest Chair will announce if there are any time disqualification(s), but not originality disqualifications. No names are announced. Protest disqualifications are not announced.

- *Results are announced in reverse order, 3rd, 2nd then 1st*
- *Once the results have been announced, all decisions are final.*

Speaking Order

Depending on the decision of the Contest Chair and Toastmasters the drawing for speaking order may be done at the Contestant briefing/Dry Run meeting.

1. Any random method may be used: numbers; playing cards; numbered balls, etc.
2. The randomizer at RANDOM.ORG is an effective way to generate a random order from a list of names entered into the Part 1: List Items box. The URL is:
<https://www.random.org/lists/>
3. Enter the contestants' names, show the list of names to the contestants, then select Randomize. Read the order of the Randomized List to the contestants and tell everyone to remember their speaking order.
4. Make a screen print or copy of the randomized list.

Day of the contest:

- a. Conduct a Contestant test of the audio/video for each contestant.
 - Schedule this at least 30 minutes before the start of the Contest.
 - b. Remind the contestants of the speaking order.
 - Have contestants rename themselves with the contest and speaking order – in front of their name – e.g., EV-1 | NAME; EV-2 | NAME; etc.
 - c. Identify the speaking area to the contestants again.
 - d. Remind contestants about the contest flow, the breakout room process, and how each contestant will be introduced.
 - e. Answer any contestant questions
2. If any contestants have special needs not previously identified this is the time to check.