



District 101
Toastmasters



TOASTMASTERS
INTERNATIONAL

How to Conduct and Promote an Online Speech Contest

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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) – preferably 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)

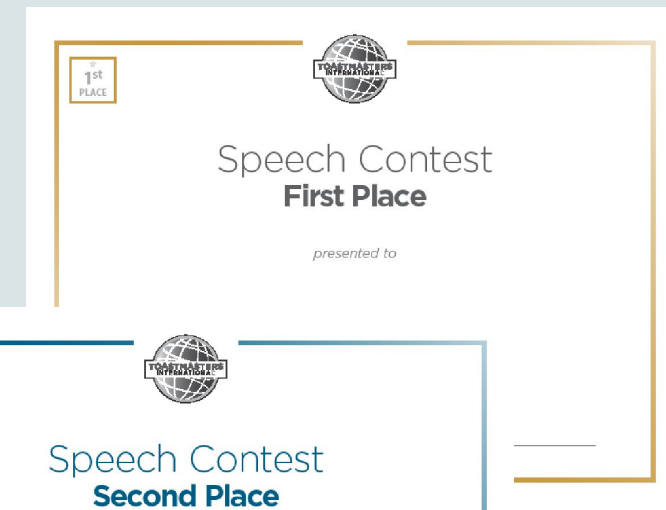
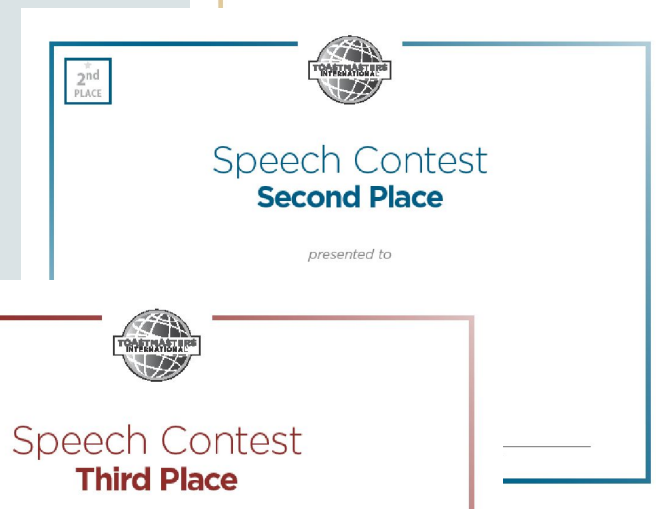


2. Judging Material

- 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



Name of Contestant

[illegible]

Name of Judge

[illegible]

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SPEECH CONTEST TIME RECORD SHEET AND INSTRUCTIONS FOR TIMERS

[illegible]

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.



**Time for
a break**



**We're
Back...**

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

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

Name of Contest: ☐ Evaluation ☐ Humorous ☐ International ☐ Table Topics® ☐ Tall Tales
(check one)

Contest Level: ☐ Club ☐ Area ☐ Division ☐ District ☐ Region Quarterfinal ☐ Semifinal
☐ World Championship

Date of Contest: _____

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

I certify that I am eligible to serve as a judge, under the current speech contest rules, and will uphold the Judge's Code of Ethics.

Signature

Printed Name

- 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.

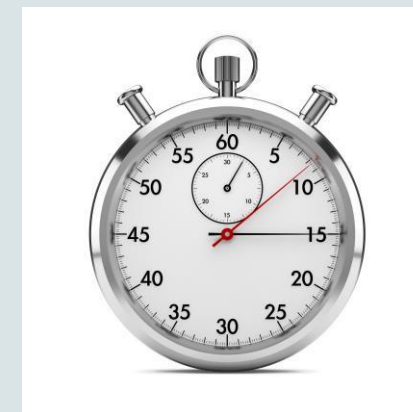


❖ Ballot Counters

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



Guidelines



Prior to the Contest

1. 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>
2. 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



(Detach and submit to chief judge)

Tiebreaking Judge's Official Ballot – International Speech Contest

Name of Contestant _____

First Place: _____ Fourth Place: _____ Seventh Place: _____

Second Place: _____ Fifth Place: _____ Eighth Place: _____

Third Place: _____ Sixth Place: _____ Ninth Place: _____

Tenth Place: _____

(Signature of Judge)

(Judge's Name, Please Print)

NCH
NCH Software

Guidelines



Prior to the Contest

1. Tech Chair determines the best way to do the contestant Audio/Video checks
2. 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

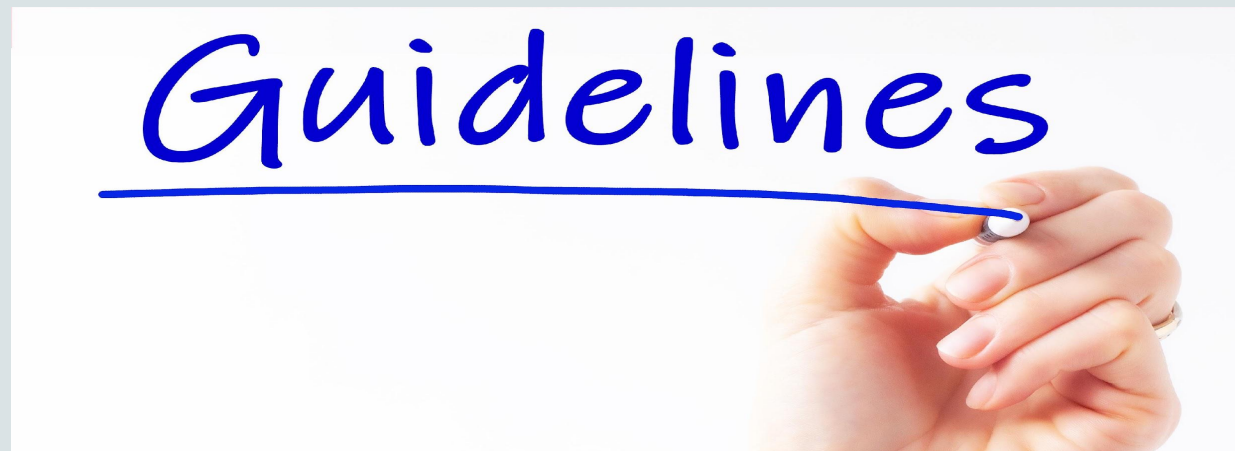


- ❖ Protests are limited to eligibility, originality, and reference to another contestant's speech.
- ❖ Protests must only be lodged by voting judges and/or contestants.
- ❖ Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner(s) and alternate(s).

Guidelines

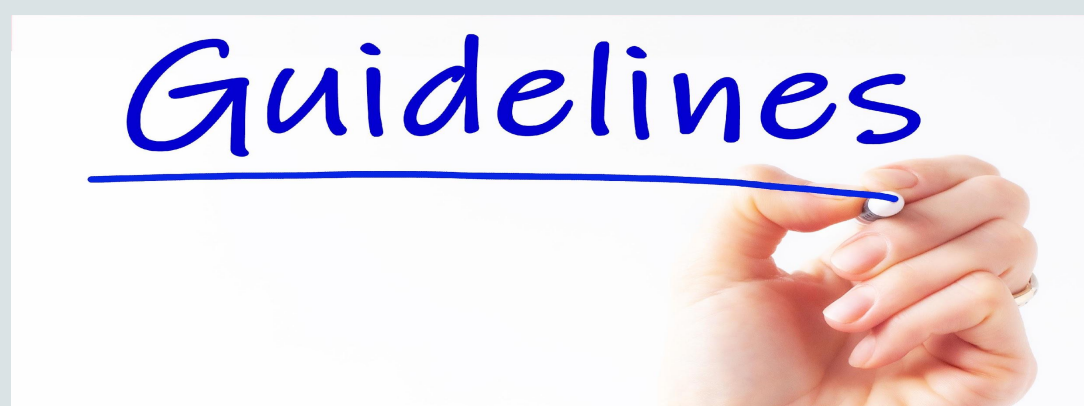
Prior to the Contest

1. 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
2. Do a morning Audio and Video check with the Contestants to ensure they are present and their technology is working
3. Start on Time
 - Advise everyone to stay out of the Chat – keep the Chat for contest Team Member communication
4. 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

Guidelines



At the Contest

1. 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
3. 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

Guidelines



After the Contest

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





Tall Tales Contest

Judge's Guide and Ballot

JUDGING ITEMS		SUGGESTED POINT VALUES				1	2	3	4	5	6	7	8	9	10
		EXCELLENT	VERY GOOD	GOOD	FAIR										
Speech Development Opening, Build-Up, Climax, Organization, Smoothness	CONTENT 30	30	22-29	13-21	0-12										
Speech Techniques Effective Use of Exaggeration, Irony, Pun, Surprise Twists, Humor, Slapstick, Etc.	DELIVERY 55	25	18-24	11-17	0-10										
Physical Appearance, Body Language		15	11-14	7-10	0-7										
Voice Flexibility, Volume		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 Points Possible)															

(Detach and submit to chief judge)

Judge's Official Ballot – Tall Tales Contest

Name of Contestant _____

First Place: _____

Second Place: _____

Third Place: _____

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

(Signature of Judge)

(Judge's Name; Please Print)



INTERNATIONAL SPEECH CONTEST

JUDGE'S GUIDE AND BALLOT

JUDGING ITEMS		SUGGESTED POINT VALUES														
		EXCELLENT	VERY GOOD	GOOD	FAIR											
						1	2	3	4	5	6	7	8	9	10	
Speech Development Structure, Organization, Support Material	CONTENT	20	14-19	9-13	0-8											
Effectiveness Achievement of Purpose, Interest, Reception		15	11-14	6-10	0-5											
Speech Value Ideas, Logic, Original Thought		50	15	11-14	6-10	0-5										
Physical Appearance, Body Language, Speaking Area	DELIVERY	10	7-9	4-6	0-3											
Voice Flexibility, Volume		10	7-9	4-6	0-3											
Manner Directness, Assurance, Enthusiasm		30	10	7-9	4-6	0-3										
Appropriateness To Speech Purpose And Audience	LANGUAGE	10	7-9	4-6	0-3											
Correctness Grammar, Pronunciation, Word Selection		20	10	7-9	4-6	0-3										
TOTAL SCORE (100 Points Possible)																

(Detach and submit to counters)

Judge's Official Ballot – International Speech Contest

Name of Contestant _____

First Place: _____

Second Place: _____

Third Place: _____

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

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Third Place 1 point

(Signature of Judge)

(Judge's Name; Please Print)