

How to Hold Quality Speech Contests

District 50 Toastmasters

Iveth Valera, DTM - Quality Contest Chair-2016-2017

Prepared by Iveth Valera, DTM - January

Why Do We Have Contests?

- Contest Experience
- Recognition
- Learning Experience: Best Speakers
- Public Relations
- Invite your guests
- Networking
- Applies to club, area, and division levels

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General Rules

Toastmasters Contests



English only	Eligible: Any member in good standing	No more grace period
		Checked at TI

Recommendation: If you use the scripts at you club contests, the contestants will have a better sense of what to expect at the Area contest.

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Toastmasters Contests

Tall Tale Speech Contest

International Speech Contest

Evaluation Speech Contest

Humorous Speech Contest

Table Topics Speech Contest

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Tall Tales Speech Contest

Toastmasters Contests



Substantially original exaggerated humorous story

Should be highly improbable, with a theme or plot

3-5 minutes speech

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International Speech Contest

Toastmasters Contests



Original 5-7-minute Motivational or Inspirational speech

At least 6 speeches, unless it's a new chartered club


English only

World Champion of Public Speaking

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Toastmasters Contests



Evaluation Speech Contest

Target Speaker : Unknown, Early CC speech	All contestants evaluate same speaker	2-3-minutes speech
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Toastmasters Contests





Table Topics Speech Contest

One question for all contestants	1-2-minutes speech	Question handled to Contest Toastmaster by Chief Judge
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Toastmasters Contests



Humorous Speech Contest

Substantially original 5-7-minute humorous story	NOT one-liners or stand-up routine	Opening, body, conclusion
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Ineligible to compete in any contest



- International Officers, Directors, and Candidates for those offices
- District Officers (Top Seven, Division Directors, Area Directors). Note: Assistants CAN compete
- Immediate Past District Director
- Announced Candidates for District Offices
- Anyone presenting an educational session at the District Conference
- Contest judges (until they are no longer competing)
- Past World Champions

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Who Organizes a Contest?



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Contest Chairs

- Focus → Plan the Contest
- Who?
 - ❖ Appointed by the Area and Division Directors
- Contest Chair briefs the Contest Master, the Contestants, and the Sergeant at Arms.
- Ineligibility terms for contestants
- In case of issues at the contest: ask Area / Division Director or contest Chief Judge.

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Who and Whom to brief?

Contest Chair

- Focus on planning the Contest.
- Finds helpers (not judges)
- Briefs the Contest Toastmaster, the Contestants, and the Sergeant at Arms.
- Must check on ineligibility terms for contestants

Chief Judge

- Focus on finding judges
- Briefs the Judges, Ballot Counters, and Timers

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Main Contest Chair Tools

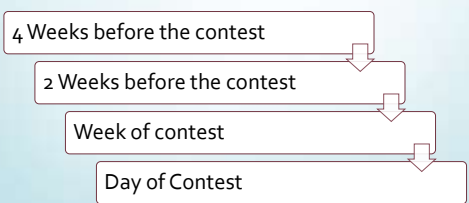


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Contest Work Flow

Note: This includes District Conference programs



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4 Weeks before Contest

Tools

- Check lists in the D50 Toastmasters CONTEST site
- Location and contest layout
- Flyer
- Refreshments
- Start requesting / confirming: Timing cards / lights, watches, extension cords, flag, etc.
- Budget

Team

- Contest Toastmaster
- Timers
- Sergeant at Arms
- Ballot Counters
- Registration
- Photographer
- Test Speaker (If Evaluation)

Area / Division to reach out to your Quality Contest Team for additional guidance

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Budget



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Contest Flyer

- Area / Division
- Date
- Location
- Contact Info
- Map

Flyer guidelines - One to two page document

- Subject: Area / Division XX TALL TALES and INTERNATIONAL Speech Contests
- Day of Week, Date, Time (Registration/Briefing/Contest)
- Location (exact address with street, city, zip & all additional details for office buildings)
- Contact info (Contest Chair) (Please use cell phone number)/(Area/Division Director)
- Refreshments (Provided or Meal for Purchase)
- Fees or Free
- Special Instructions
- Theme (Optional)
- Raffle (Optional)
- Security
- Map/Directions/Specific Parking Information (Preferred on Page 2 due to making map and directions larger and easier to read)

Area directors to Email approved Flyer to:

- Division Director,
- Division directors to Email approved Flyers to:
- Quality Contest Chair,

Then, Quality Contest Chair will send it to:

- Program Quality Director
- District go Chief Judge
- District go Director & Club Growth Director

Division directors to Email approved Flyers to:

- Quality Contest Chair,

Then, Quality Contest Chair will send it to:

- Program Quality Director
- District go Chief Judge
- District go Director & Club Growth Director

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Check Lists



- 2016-17 Contest Chair Checklist-Short.docx
- Contest Budget Workbook.xlsx
- Sample Donation Request Letter.doc
- Area / Division Contest Flyer Instructions D5o 2016-17.pdf
- 1183C Speaker Certificate of Eligibility Originality.pdf
- 1189ContestantProfile.pdf
- Audio and Video Release Form.pdf
- Contestant Drawing Form.pdf
- Contest Sign In Sheet.pdf
- Ballots for International, Tall Tales , Evaluation, and Table Topics Contests.pdf
- Program for Club Contest Spring 2016-2017
- Program for Area Contest Spring 2016-2017
- Program for Division Contest Spring 2016-2017
- Briefing for Area Contest Chair Spring 2016-2017.pdf
- Briefing for Division Contest Chair Spring 2016-2017.pdf
- Briefing for District Conference Contest Chair Spring 2016-2017.pdf
- Area Contest Script Spring 2017
- Division Contest Script Spring 2017

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2 Weeks before Contest

Tools


- Download contest program (agenda) from D5o Toastmasters site
- Revise draft contest program (agenda) with Quality Contest Team, if required
- Decide on refreshments. See "Sample Donation Request Letter.doc" template

Team

- For Area/ Division/Conference, contact District Chief Judge(Bob Marion, DTM)
 - Send Program
 - He will assign judges.
- At club level, choose club members as judges
- Judges are not listed in programs
- Gifts for judges are NOT required. If so, consult Area / Division Director.

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Contest Program



- Introductions
- 1st Contest
- Area / Division / Conference announcements → before the break
 - Break
- 2nd Contest
- Contest Interviews → to the end
- District Announcements
- Awards

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Contest Flyer Vs Contest Program

FLYER (4 weeks before contest)

Guideline	EXAMPLE
1. Area/Division	AREA 99 (TOASTMASTERS) TALL TALES AND INTERNATIONAL SPEECH CONTESTS
2. Day of Week, Date, Time (Registration/Briefing/Contest)	Saturday, September 8, 2016 Registration: 5:30 PM Briefing: 6:00 pm Contest Time: 7:00 pm
3. Location (exact address with street, city, zip). All additional details for office buildings.	McCallum Room Frisco Public Library 6101 Frisco Square Blvd Frisco, Texas 75034
4. Map/Directions/Specific Parking Information	
5. Refreshments, if any (Provided or Meal for Purchase)	Free Light Refreshments will be served
6. Contact Info from Contest Chair, Area or Division Director, or additional person that can answer the calls. Please use cell phone number.	John Smith, Area 99 Director, 214-123-4567
7. Fees or Free message	
8. Special Instructions for security checks / parking, etc. (optional)	Parking is free
9. Theme (Optional)	BE PART OF THE CELEBRATION
11. No copyrighted material	No Dilbert cartoon

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PROGRAM (3 days before contest)

Guideline	EXAMPLE
<input checked="" type="checkbox"/> Toastmasters Logo	Checked
<input checked="" type="checkbox"/> Area and Division	Checked
<input checked="" type="checkbox"/> Day of Week, Date, Contest Time	Checked
<input checked="" type="checkbox"/> Location (exact address with street, city, zip)	Checked
<input checked="" type="checkbox"/> Theme (Optional)	Checked
<input checked="" type="checkbox"/> Order or contests: TT first and then Humorous	Checked
<input checked="" type="checkbox"/> Area-Division-Fall conf announcements	Checked
<input checked="" type="checkbox"/> 10 minutes break between TT & International speech contests	Checked
<input checked="" type="checkbox"/> Meet contestants at the end	Checked
<input checked="" type="checkbox"/> No copyrighted material	Checked
<input checked="" type="checkbox"/> Grid Lines	Remove the grid lines on the table.
<input checked="" type="checkbox"/> Educational Levels	
<input checked="" type="checkbox"/> Contestants Names	No Educational level

Contest Toastmasters

- Focus → Flow of the contest
- Who? → Spring 2017: Area Directors
- Requirements:
 - Contest Toastmasters at Areas → Contest Toastmasters at Division
 - Contest Toastmasters at Divisions → Contest Toastmasters at District
- READ contest SCRIPT
- Contestant Names & Chief Judge Names Pronunciation
- In case of issues at the contest: ask Contest Chair, Director of Area / Division, or contest Chief Judge
- Make sure you get a project credit for being the Contest Toastmaster
- Pass Bio form to Chief Judge at the end of the contest

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Chief Judges

- Focus
 - Finding judges
 - Briefings (Judge – Vote Counters – Timers)
 - Contest results
- What to do?
 - Club Contests: President and his team decide if holding contests
 - Area / Division Directors: email Chief Judge (Bob Marion) to request judges
 - Chief judge will assign judges:
 - Area – 7 Judges
 - Division – 8 Judges
- In case of issues at the contest: Talk to Area / Division director or District Chief Judge

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Week of Contest

Physical

- Certificates printing for contestants, helpers, and judges
- Program printing
- Dignitary List Printing
- Entrance signs printing
- Timing Cards / Lights with Extension cord
- Stopwatches
- Club and / or Area Banners
- Flag

Team

- Confirm Helpers
- Contestants Names



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CONTEST DAY

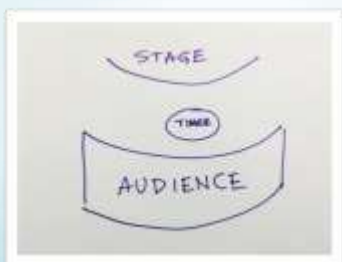


- ✓ Contest Signs at entrances
- ✓ Gavel & Flag
- ✓ Timing cards / lights
- ✓ Banners
- ✓ Registration, Sign-in Sheets, Dignitary List, and Ballots
- ✓ Refreshments
- ✓ Certificates Distribution
- ✓ Awards
- ✓ Briefing
- ✓ ENJOY contest
- ✓ De-briefing

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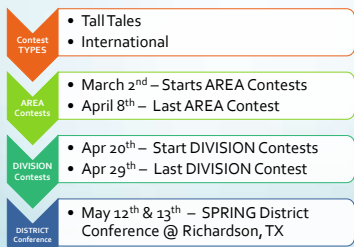
Contest Layout



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2016 Fall Contest Season



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Tips for Speakers

- Learn your ballot
- Be aware of disqualification items
- Watch YouTube videos
- Find a mentor that has been a contestant
- Define your own style
- Practice, practice, practice
- No grace period

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Contest Concerns?

Contact:

District Quality Contest Chair:

- Iveth Valera, DTM,
- qualitycontest@dgotoastmasters.org,
- 214-543-3536

District Quality Contest Chair's assistants:

- Raj Makanoboina, ACS/ALB, 973-723-9323

District Chief Judge: Bob Marion, DTM

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