

Briefing for Contestants and Sergeant-at-Arms

1. Review pronunciation of contestant names; Write down phonetic spelling of contestants.
2. Check that all required forms are turned in and in order.
3. Draw for speaking positions. Any speaker that is absent gets the leftover number. (Notify Timers and Chief Judge of speaking order.)
4. Review contest rules and timing. Note that Timer will leave Red light on until the speaker finishes speaking. There is no signal for disqualification.

Timing Lights	International	Humorous		<i>Possible ----->>>></i>	<i>Table Topics</i>	<i>Evaluations</i>
Green 	5 minutes	5 minutes		<i>Club</i>	<i>1 min</i>	<i>2 min</i>
Amber 	6 minutes	6 minutes		<i>Contests</i>	<i>1:30 min</i>	<i>2:30 min</i>
Red 	7 minutes	7 minutes		<i>2015-2016</i>	<i>2 min</i>	<i>3 min</i>
(Disqualification - not flagged)	7 minutes 30 seconds	7 minutes 30 seconds			<i>2 minutes 30 seconds</i>	<i>3 minutes 30 seconds</i>

5. Acquaint contestants with speaking area. Judges MAY deduct for going outside of area.
6. Test timing lights.
7. Determine whether or not any contestant is visually impaired. If so, determine method of announcing timing (contestant's preference).
8. Determine whether or not any contestant has trouble distinguishing colors. If so, explain the location of each colored light to the contestant.
9. Determine which contestants will use the lectern, if any, and discuss where it is to be located for use. The Sergeant-at-Arms and Contest Chair will coordinate relocating it for speaker use.
10. Any computer equipment or props are the responsibility of the contestant. The Sergeant-at Arms may assist or serve the contestant's needs.
11. If there is audio equipment, explain its use. Test it thoroughly. Each contestant may test the equipment.
12. Contestants should not wear name badges (they show educational level).
13. Explain reasons and procedures for a Protest (list below). Judges and Contestants may file a protest. If they have a protest, they must file it with the Contest Chair or Chief Judge prior to the announcement of winners.
 - o Table Topics and Evaluations = Eligibility
 - o International and Humorous = Eligibility or Originality

For All Contests:

1. As each contestant turn comes, he/she should go to the front of the room and wait at the side (or other designated area) to be introduced. Designate a specific area to wait. Sergeant-at-Arms will control.)
2. Explain how the Toastmaster will introduce each contestant:
 - a. **Speech contests _ International and Humorous -"name, speech title, speech title, name" (Waiting contestants may be in room.) (These are only 2015 - 2016 Area, Division and District contests)**
 - b. *Table Topics - "name, question, question, name" (club contests only in 2015-2016) (Waiting contestants may NOT be in room. They enter in speaking order after prior contestant finishes. Sergeant-at Arms controls.)*
 - c. *Evaluations – "name, name" (club contests only in 2015-2016) (Waiting contestants may NOT be in room. They enter in speaking order after prior contestant finishes. Sergeant-at Arms controls.)*
3. Review with Sergeant-at-Arms how/when to secure entrance(s) to the room.
4. The Contest Chair should determine whether or not any contestant will require assistance to walk to the speaking area. The Contest Chair or Sergeant-at-Arms will assist, depending on needs.
5. If you are video-taping a contestant or the contest, a video release form must be signed by the contestant you are video recording or all contest participants if recording the entire contest.
6. Advise contestants that the announcement of results is final.

Judges' Briefing

1. Let's read the Code of Ethics on the back of the Judge's Guide and Ballot.
2. Read and sign the Judge's Certificate of Eligibility and Code of Ethics
3. Your purpose is to pick a winner - remember that you're NOT evaluating.
4. Be sure to use the correct Judge's Guide and Ballot form for the contests
5. Let's briefly review the judging criteria on the back of the form - it differs from contest to contest.
6. Your ballot must be fully completed, including your signature plus club/district information and date if requested on the form. You may sign forms now if you wish.
7. All judges judge all contestants.
8. There can be no ties on your ballot or it will be disqualified.
9. Write first and last name of contestants.
10. Keep your ballot covered so it's not visible to others near you.
11. Do not consider timing.
12. Don't sit next to a contestant.
13. You may file a protest with me if you believe that a speaker is NOT eligible or an International speech is not original.
14. You will have one minute of silence between contestants to complete your ballots, and silence at the end of the contest until all ballots are completed.
15. It is your responsibility to keep all information pertaining to the contest confidential.
16. Remove the bottom ballot portion of the ballot for submittal to ballot counters. Place the ballot in the envelope provided, but do not seal the envelope. Provide the ballot to the ballot counters.
17. Destroy the top portion of the judging form when you get home or return them to me before you leave.
18. Be especially careful to avoid showing bias. BE OBJECTIVE.

NOTE: Tie-Breaking Judge does not attend judges briefing.

Tie-Breaking judge works only with Chief Judge and provides ballot only to chief judge.

Timer's Briefing

Timing Lights	International	Humorous		<i>Possible ----->>>></i>	<i>Table Topics</i>	<i>Evaluations</i>
Green 	5 minutes	5 minutes		<i>Club</i>	<i>1 min</i>	<i>2 min</i>
Amber 	6 minutes	6 minutes		<i>Contests</i>	<i>1:30 min</i>	<i>2:30 min</i>
Red 	7 minutes	7 minutes		<i>2015-2016</i>	<i>2 min</i>	<i>3 min</i>
(Disqualification - not flagged)	7 minutes 30 seconds	7 minutes 30 seconds			<i>2 minutes 30 seconds</i>	<i>3 minutes 30 seconds</i>

1. Leave Red light on until the speaker finishes speaking.
2. Time one minute of silence between contestants and then signal the Toastmaster.
3. Colored papers are backups to timing lights.
4. Begin timing with the contestant's first definite verbal or nonverbal communication with the audience.
5. Provide only the official time signals. No other signals to the contestants are permitted.
6. Record the actual time that each contestant uses. **Highlight any times that do not qualify.**
7. A visually impaired person may request an audible warning signal of his/her own choosing, which he/she must provide.
8. Explain the location of each colored light to any color blind contestant.
9. Give completed Time Record Sheets (#1175) to the Chief Judge.
10. Keep all information pertaining to the contest confidential

Ballot Counter's Briefing

1. It is your responsibility to keep all information pertaining to the contest confidential. Do not discuss or share this information with the contest participants. Refer all questions to the Contest Chair.
2. The Chief Judge is the Chief Counter.
3. Chief Judge should identify location of judges (except Tie-Breaking Judge - to facilitate ballot collection.)
4. After each contest, collect all Judges Ballots and accompany the Chief Judge from the meeting room to count the ballots. (Do NOT attempt to collect Tie-Breaking Judges ballot.)
5. Do not consider any ballot that is incomplete, unsigned, or lists a tie.
6. To count, one counter will read the judge's name and his/her scores, by contestant. Give three points for first, two for second, and one for third. The second counter will re-cord the scores on the Counters' Tally Sheet (#1176). The third counter or Chief Counter will verify the information. Add all points twice. Refer to the Tie-breaking Judge's Ballot to break any ties. If needed, use Tie-Breaking Ballot to break all ties - even for those not being announced or receiving awards. Disqualified contestants will not be ranked.
7. The Chief Judge keeps all ballots and destroys them at home.
8. The Chief Judge will provide names of winners to Contest Chair

Briefing for the Audience

1. Provide safety and rest room briefing.
2. Provide and site specific requirements regarding food, drink etc.
3. No flash photograph.
4. If you are video-taping a contestant or the contest, a video release form must be signed by the contestant you are video recording or all contest participants if recording the entire contest.
5. Turn off or silence all noise making devices. Do not put on vibrate.
6. Remain seated and silent while the contestant is speaking.
7. Observe the one minute of silence for the judges to mark their ballots.
8. If you must get up, do so during the one minute of silence while the judges are marking their ballots.
9. Do not signal the contestants if they are going over in time.
10. Only the judges and contestants are allowed to contest a speech on originality.
11. Remember to applaud after each speaker has concluded their speech.