

WHAT DOES A SERGEANT AT ARMS DO?

If you are helping us as Sergeant At Arms then you will help us in several ways. There will be two Sergeant At Arms at the meeting and you may divide up the tasks however you'd like.

Before the contest you should meet, along with the Chief Judge and Toastmaster, with the contestants to find out if they have any special needs for their speeches. For example, one may want the lectern in the center and another may want it off to the side. Set-up for each contestant during the 1 minute of silence between contestants and break-down after the contestant finishes. Attend Contestant Briefing - see next page.

Give everyone a "5 minute warning" that the contest is about to begin.

When the contest is about to begin call for attention, lead the Pledge of Allegiance (since not everyone in attendance will be a United States citizen say, "Please stand and, if you would like, join me in reciting the Pledge of Allegiance.") explain emergency exit procedures, point out where the restrooms are located, point out rules of the room (ex. no food or drink), and then introduce the contest Toastmaster.

Seat yourself at the door and do not let anyone into the room while a contestant is speaking. If anyone arrives late, tell them to turn off all noisemaking items, such as a cell phone, and to not use any photography, camcorder, or other recording device.

During the Speaking contest you should set up for the first speaker during the break. After each speaker finishes there will be 1 minute of silence for the judges. During this 1 minute, set up for the next speaker.

After the first contest there will be a break (check the program for length). At 5 minutes before the end of the break (the Timers will be timing), announce that the contest begins in 5 minutes and move everyone back into the room. When the break is over, announce the name of the Toastmaster from the front of the room.

(Does not apply at Area, Division or District level in 2015 -2016) - For the Table Topics or Evaluation contests, the Toastmaster or Chief Judge will announce the order of the contestants. Escort all but the first contestant out the room. When you hear clapping signaling a contestant has completed, get the next contestant and escort the contestant into the room.

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.

Advise contestants that the announcement of results is final.