

WHAT DOES THE TOASTMASTER DO?

If you are helping us as the Toastmaster then you'll be running the contest, just as you would if you were a Toastmaster at a club meeting. Of course, it's a bit different at a contest.

Before the contest, ask the contest chair for the identities of all contestants and their eligibility and biographical information. When you arrive at the contest, ask the contest chair for the contest certificates of participation, and the contestant eligibility and biographical forms. (*Too frequently, in spite of asking, these forms need to be filled out at the contest. Substitute contestants are allowed, provided all rule book rules are met.*)

While the contest chair is responsible for seeing that functionaries are briefed, this role is almost always delegated to the Toastmaster. Before the contest gather the Sergeant At Arms and brief them on their duties. Gather the contestants together and remind them of the allowable times for each contest, get the pronunciation of their names down, and collect speech titles. If the governor did not give you the eligibility forms and biographical forms, have the contestants fill them out now (the governor should give you blank forms if the contestants forget to bring their information). (See example table to collect this speaker information.) Bring with you a deck of cards or something with numbers on it that allows the contestants to select their competition order. Notify the Chief Judge of the order of contestants and hand the Chief Judge the eligibility forms for the contestants.

Once the contest begins, the governor will introduce you. You'll have about 3 minutes to discuss the theme. Then you'll introduce the Chief Judge to present the rules of the competition. When the Chief Judge is done, announce any contestant changes on the program agenda (sometimes the runner-up shows up instead) and announce the order of the contestants. If the Chief Judge did not mention it, tell the audience the allowable time for the contest and that one minute of silence will be observed between contestants while the judges mark their ballots. After the last contestant, silence will be observed indefinitely until after all judges have turned in their ballots.

To introduce a contestant, announce the contestant's name and the title of the speech if this is a speech contest. Once the contestant arrives, shake the contestant's hand and then repeat the title of the speech, if there is one, followed by the contestant's name again.

After the Chief Judge declares that all the judges' ballots have been collected, invite all the contestants to join you at the front of the room – except for any who will be competing later (some contestants will compete in both contests). You'll interview each. Try to ask no more than three (3) questions that can be responded to with short answers. Typically, contestants are asked their club, how many years they've been in Toastmasters, and a question related to 1) the theme; 2) advice for non-contestants; or 3) something from their biographical sheets given to you earlier. After you have completed your interview, hand the contestant a certificate of appreciation and thank them. If any contestants are competing in both contests, explain to the audience that you will interview that contestant(s) after the second contest. Most frequently, the interviews are performed at the same time as the Chief Judge and ballot counters are out of the room. Aim for a couple of minutes per contestant, at most, mostly to fill time until the Chief Judge returns. Interviews should not eat into break time, other useful functions, or cause the overall event to run long. The event needs to move efficiently ahead.

After the contest, hand all the biographical and eligibility forms to the next level contest chair.

Possible Toastmaster "Cheat Sheet"

<u>Humorous Speaking Order</u>	<u>Contestant Name</u>	<u>Phonetic help</u>	<u>Title</u>	<u>Profile Form</u>	<u>Eligibility Form</u>
	Charlie Brown	Char-lee Brr-ow-nn	I Will Win Someday	will bring	will bring
	Lucy	Lou-see	No You Won't	yes	yes
	Schroeder	sh-row-der	Play On	will bring	will bring
<u>International Speaking Order</u>	<u>Contestant Name</u>		<u>Title</u>	<u>Profile Form</u>	<u>Eligibility Form</u>
	Charlie Brown	Char-lee Brr-ow-nn	I Really Will Win Someday	yes	yes
	Pig Pen		It's a Dirty Job	yes	will bring
	Snoopy		Soar!	will bring	will bring