

ORGANIZING YOUR SPEECH CONTEST

The Contest Spreadsheet & Contest Volunteer Roles



**** SCHEDULE YOUR CONTEST DATE AS SOON AS POSSIBLE! ****

WHO DOES THE CONTEST CHAIR NEED?

IN PERSON

- ✓ A Toastmaster
- ✓ A Sergeant at Arms
- ✓ Registration Desk
- ✓ Catering Chair
- ✓ Chief Judge
- ✓ Timer (2)
- ✓ Ballot Counters (2)
- ✓ Zoom Host (AV setup)

IN PERSON or ONLINE

- ✓ Contest Co-Chair (opt)
- ✓ Voting Judges
- ✓ Tie-breaking Judge
- ✓ Contestants
- ✓ Backup Volunteers
- ✓ CONTESTANTS!

ONLINE

- ✓ Zoom Co-Host
- ✓ A Third Timer

**Work with Area Directors to
Reach Out to Clubs about Their
Contestants!**



ELIGIBILITY QUALIFICATIONS

JUDGES

- ✓ Paid member from the Area, Division, and District they're competing
- ✓ Member of a club in good standing
- ✓ Completed 6 CC manual speeches OR levels 1 AND 2 of any path*

CONTESTANTS

- ✓ Paid member in the Area, Division, and District they're competing
- ✓ Representing a club in good standing
- ✓ Completed levels 1 AND 2 of any path OR a DTM**
- ✓ Cannot be a District Officer or Manager
- ✓ Cannot be a contest official

OTHER

FUNCTIONAIRIES or VOLUNTEERS

- ✓ Member in good standing (dues paid)
- ✓ Member of a club in good standing (8+ members paid)

**Only members who joined TM prior to the rollout of Pathways can qualify using CC manual speeches*

***Contestants who are chartered members of a club chartered less than one year prior to the contest do not have to have two levels complete*

Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge)								
Role	Name	Email	Phone	Confirmed Forms	Attended Briefing	Online/ In Person?	Club	Notes
Contest Chair								
Contest Co-Chair								
ZOOM Host (AV setup)								
ZOOM co-host								
Toastmaster								
Sergeant at Arms								
Registration Desk								
Catering Chair								
Judges (a minimum of 5; can be a combo of judges from or outside area as long all clubs								
Chief Judge								
Judge 1								
Judge 2								
Judge 3								
Judge 4								
Judge 5								
Judge 6								
Judge 7								
Judge 8 (backup)								
Judge 9 (backup)								
Judge 10 (backup)								
Judge 11 (backup)								
Judge 12 (backup)								
Tiebreaker Judge								
Timers (from different clubs)								
Timer 1 (in person)								
Timer 2 (in person)								
Timer 3 (online)								
Ballot Counters (from different clubs)								
Ballot Counter 1								
Ballot Counter 2								
Back-up Volunteers								
Back-up Volunteer								
Back-up Volunteer								
Back-up Volunteer								
Back-up Volunteer								
Back-up Volunteer								
Back-up Volunteer								
International Speech Contestants								
Contestant #1								
Contestant #2								
Contestant #3								
Contestant #4								
Contestant #5								
Contestant #6								

Area

Division

District

Choose the correct Contest Level.

- Area
- Division
- District

	A	B	C	D	E	F	G	H	I
1	Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge)								
2	Role	Name	Email	Phone	Confirmed Forms	Attended Briefing	Online/ In Person?	Club	Notes
3	Contest Chair								
4	Contest Co-Chair								
5									
6	ZOOM Host (AV setup)								
7	ZOOM co-host								
8									
9	Toastmaster								
10									
11	Sargeant at Arms								
12	Registration Desk								
13	Catering Chair								
14									
15	Judges (a minimum of 5; can be a combo of judges from or outside area as long all clubs asked to provide a judge)								
16	Chief Judge								
17	Judge 1								
18	Judge 2								
19	Judge 3								
20	Judge 4								
21	Judge 5								
27	Judge 6								
28	Judge 7								
29	Judge 8 (backup)								
30	Judge 9 (backup)								
31	Judge 10 (backup)								
32	Judge 11 (backup)								
33	Judge 12 (backup)								
34									
35	Tiebreaker Judge								
36									
37	Timers (from different clubs)								
38	Timer 1 (in person)								
39	Timer 2 (in person)								
40	Timer 3 (online)								
41									
42	Ballot Counters (from different clubs)								
43	Ballot Counter 1								
44	Ballot Counter 2								
45									
46	Back-up Volunteers								
47	Back-up Volunteer								
48	Back-up Volunteer								
49	Back-up Volunteer								
50	Back-up Volunteer								
51	Back-up Volunteer								
54	Back-up Volunteer								
55									
56	International Speech Contestants								
62	Contestant #1								
63	Contestant #2								
64	Contestant #3								
65	Contestant #4								
66	Contestant #5								
72	Contestant #6								
	< >	Area	Division	District	+				

SIX SECTIONS—

- Chairs & Logistical Volunteers
- Judges
- Timers
- Ballot Counters
- Backup Volunteers
- Contestants

SHARING YOUR SPREADSHEET

- ❖ **NOTE:** The spreadsheet should be shared **ONLY** between the Contest Chair, Zoom Hosts, the Chief Judge
- ❖ Google Sheets is a quick easy way to conveniently share and saves changes in real time.
 - Need a GMAIL account to upload to Google Sheets
 - Share with others—
 - If they have a GMAIL account sheet does not need to be open when you grant access
 - If they DO NOT have a GMAIL account, you can only share if the sheet is made open to anyone with the link; you'll need to be sure the link is NOT shared with others

CHAIR & LOGISTICS

	A	B	C	D	E	F	G	H	I
1	Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge)								
2	Role	Name	Email	Phone	Confirmed Forms	Attended Briefing	Online/ In Person?	Club	Notes
3	Contest Chair								
4	Contest Co-Chair								
5									
6	ZOOM Host (AV setup)								
7	ZOOM co-host								
8									
9	Toastmaster								
10									
11	Sergeant at Arms								
12	Registration Desk								
13	Catering Chair								
14									

- Chair and/or Co-Chair
- ZOOM Host on site (in person) to set up AV and Communicate with Online Zoom Host
- ZOOM Host online to manage the Zoom Room (recommended)
- Toastmaster
- Sergeant at Arms
- Registration Desk
- Catering Chair (optional)

JUDGES

- **Chief Judge**—selects the TIEBREAKING JUDGE
- **Voting Judges**—recruited by Chair and Chief Judge
 - AREA: minimum of 5 judges can be a combo of judges from outside/within the area as long as all clubs are asked to provide a judge
 - DIVISION: minimum of 7 judges—cannot be from club of any contestant
 - DISTRICT: minimum of 7 judges—cannot be from club of any contestant; must ensure equal representation of areas.
- **Tiebreaking judge**—only known to the Chief Judge; indicate if one has been found but leave off their name.



	A	B	C	D	E	F	G	H	I
1	Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge)								
2	Role	Name	Email	Phone	Confirmed Forms	Attended Briefing	Online/ In Person?	Club	Notes
15	Judges (a minimum of 5; can be a combo of judges from or outside area as long all clubs asked to provide a judge)								
16	Chief Judge								
17	Judge 1								
18	Judge 2								
19	Judge 3								
20	Judge 4								
21	Judge 5								
27	Judge 6								
28	Judge 7								
29	Judge 8 (backup)								
30	Judge 9 (backup)								
31	Judge 10 (backup)								
32	Judge 11 (backup)								
33	Judge 12 (backup)								
34									
35	Tiebreaker Judge								
36									

TIMERS/BALLOT COUNTERS/BAC KUP VOLUNTEERS

- Timer 1: runs the timing lights (in person)
- Timer 2: keeps track of the time (in person)
- Timer 3: runs timing backgrounds (online)
- Two Ballot Counters (in person or online)
- Backup Volunteers: a mix of people who can be judges or other functionaries, in case someone backs out or otherwise cannot participate.

	A	B	C	D	E	F	G	H	I
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2	Role	Name	Email	Phone	Confirmed Forms	Attended Briefing	Online/ In Person?	Club	Notes
37	Timers (from different clubs)								
38	Timer 1 (in person)								
39	Timer 2 (in person)								
40	Timer 3 (online)								
41									
42	Ballot Counters (from different clubs)								
43	Ballot Counter 1								
44	Ballot Counter 2								
45									
46	Back-up Volunteers								
47	Back-up Volunteer								
48	Back-up Volunteer								
49	Back-up Volunteer								
50	Back-up Volunteer								
51	Back-up Volunteer								
54	Back-up Volunteer								

CONTESTANTS

	A	B	C	D	E	F	G	H	I
1	Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge)								
2	Role	Name	Email	Phone	Confirmed Forms	Attended Briefing	Online/ In Person?	Club	Notes
55									
56			International Speech Contestants						
62	Contestant #1								
63	Contestant #2								
64	Contestant #3								
65	Contestant #4								
66	Contestant #5								
72	Contestant #6								
73									

- **Pro Tip:** Change “Contestant #...” to “Area #...#” at the Division level Contest; to “Division...” at the District level contest.
- **Pro Tip #2:** if your area contest has combined areas, group contestants by area

REMEMBER: Work with Area Directors to Reach Out to Clubs about Their Contestants!

BEST PRACTICES

- Recruit **EARLY**; Post Contest Info **EARLY**—save your date!!
- **Leverage whoever you know**; ask volunteers for others to contact
- Use the “NOTES” column to communicate info (e.g. cannot make briefing due to club meeting, back up names, their area [if contest is combined])
- **When you ask someone to volunteer, put them into the spreadsheet with a different color or bolded or italicized; change it when they confirm**
- Follow up with volunteers & potential volunteers **OFTEN**
- Create one place to save all completed and signed forms
- For Catering Chair...**keep it simple!** Easy, pre-made, quiet snacks, coffee/tea/water.
- **Communicate clearly (early and often) your expectations**
- Print registration alphabetized by **FIRST NAME**
- **HAVE FUN!!** Don't worry if things aren't perfect; it'll be fine

OTHER IDEAS...

Have a Contest Theme [it could be fun for the catering chair]

Create a Program for the Contest

Print Volunteer Certificates ahead of time

Write Thank You notes to your volunteers

Create a flyer for your contest and post it EVERYWHERE!

RESOURCES

- ❖ **The Contest Rulebook (2023-2024)**
- ❖ **Online/Hybrid Speech Contests Best Practices**
- ❖ **Speech Contest FAQs**

THANK YOU!!

We appreciate your dedication to Toastmasters and District 5.

If you have any questions re any contest, reach out to:

District Contest Chair: Joyce Persichilli, DTM (ipdd@d5tm.org)

District 5 Program Quality Director: Alex Shadpour, DTM (pqd@d5tm.org)



If you have any questions re the spreadsheet or this presentation, reach out to:

Eastern Division Director: Jenn Dawson (edd@d5tm.org)



To have your contest scheduled on D5TM.org, reach out to:

District Contest Chair: Joyce Persichilli, DTM (ipdd@d5tm.org)

District 5 Public Relations Manager: Jinlu Yu, DTM (prm@d5tm.org)