

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*

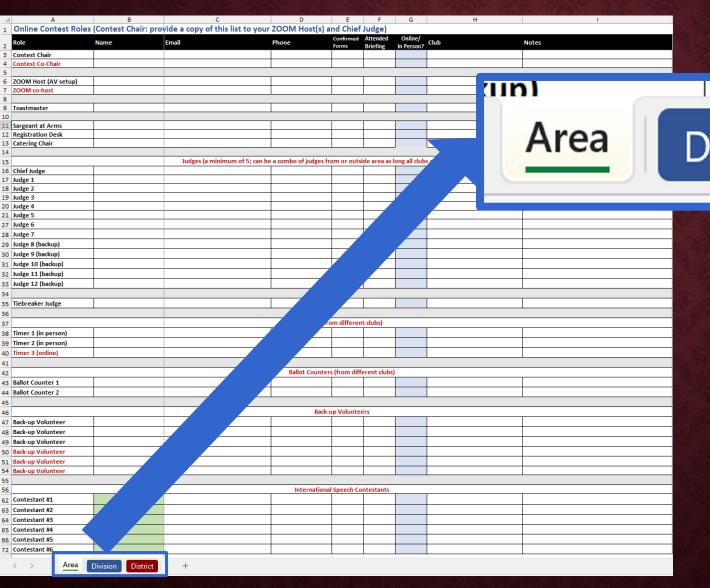
CONTESTANTS

- ✓ 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



Division

District

Choose the correct Contest Level.

- > Area
- > Division
- > District

⊿ A	В	С	D	E	F	G	Н	l
						9	II II	
Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge) Confirmed Attended Online/								
Role	Name	Email	Phone	Forms	Briefing	In Person?	Club	Notes
Contest Chair								
Contest Co-Chair								
5 ZOOM Host (AV setup)	T							
7 ZOOM co-host								
8								
9 Toastmaster								
.0			,	_				
11 Sargeant at Arms								
.2 Registration Desk .3 Catering Chair								
14						J		
.5		Judges (a minimum of 5; can be	e a combo of judges fr	om or outsi	de area as l	ong all clubs	s asked to provide a judge)	
.6 Chief Judge								
7 Judge 1								
.8 Judge 2								
9 Judge 3								
0 Judge 4			 					
Judge 5 Judge 6								
8 Judge 7								
9 Judge 8 (backup)								
Uudge 9 (backup)								
1 Judge 10 (backup)			1					
2 Judge 11 (backup)			1					
3 Judge 12 (backup)								
4	•		•					
Tiebreaker Judge								
36								
Timers (from different clubs)								
Timer 1 (in person)								
39 Timer 2 (in person)								
Timer 3 (online)								
41								
12			Ballot Counter	s (from diffe	erent clubs)		Г	I
13 Ballot Counter 1								
44 Ballot Counter 2			L					
15				14-1 .				
16			Back-	up Voluntee	ers			
Back-up Volunteer			1	-				
8 Back-up Volunteer			 	-				
9 Back-up Volunteer			 	-				
0 Back-up Volunteer 1 Back-up Volunteer				-				
4 Back-up Volunteer								
is back-up volunteer			1					
6			Internationa	Speech Co	ntestants			
2 Contestant #1								
3 Contestant #2								
64 Contestant #3			1					
55 Contestant #4								
6 Contestant #5			1					
2 Contestant #6								
		1						
< > 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	В	С	D	E		G	Н	l l	
1 Online Contest Roles (Contest Chair: provide a copy of this list to your ZOOM Host(s) and Chief Judge)									
2 Role	Name	Email		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									
1.1	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

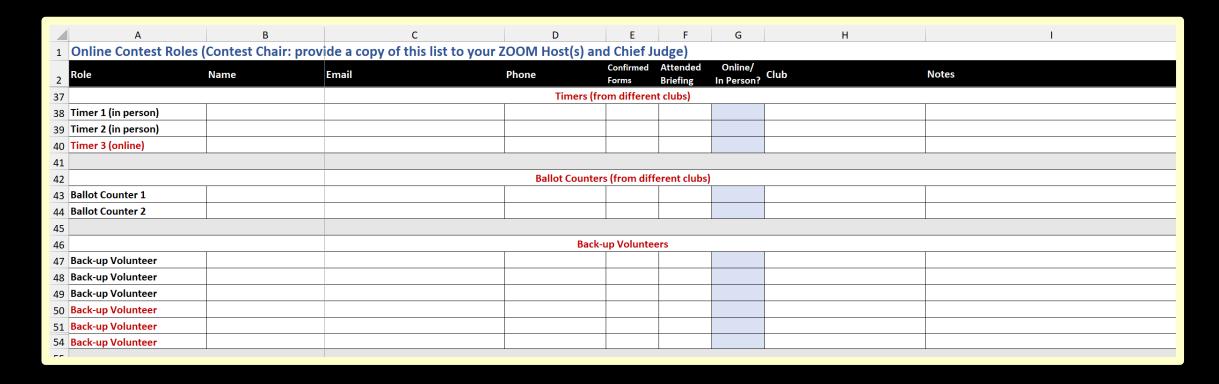
- Chief Judge—selects the TIEBREAKING
 JUDGE
- Voting Judges—recruited by Chair and Chief Judge
 - AREA: minimum of 5 judges can be a combo of judges from outside/within the area as long as all clubs are asked to provide a judge
 - <u>DIVISION</u>: minimum of 7 judges cannot be from club of any contestant
 - <u>DISTRICT</u>: 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.



4	А	В	С	D	E	F	G	Н	l 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								
	Judge 2								
	Judge 3								
	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.



CONTESTANTS

강	Α	В	С	D	E	F	G	Н	1			
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	Attended	Online/ In Person?	Club	Notes			
200					Forms	Briefing	in Person?					
56			International Speech Contestants									
62	Contestant #1											
63	Contestant #2											
64	Contestant #3											
65	Contestant #4											
66	Contestant #5											
72	Contestant #6											
72												

- **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)