

Contest Chair – International Speech

The Contest Chair is the overall host, and responsible for ensuring the contest is run fairly and efficiently.

TASKS	Done = ✓
PRIOR TO THE CONTEST	
Ensure all the forms required for the contest have all been printed - Eligibility and Originality forms, 1st, 2nd and 3rd place certificates and certificates of participation	
Retrieve any Trophies from last year's winners	
Ensure contestants have been ask to arrive early for their briefing	
Prepare some remarks for the open and end of the contest	
Ask if you need to need to prepare any Table Topics questions for use while the contest votes are being counted – Only required if this is the last contest of event.	
Before Start of Contest	
Call all the contestants together for their briefing.	
Each Contestant to sign an 'Eligibility and Originality Certificate' and give all completed certificates to the Chief Judge.	
<p>Cover the rules of the contest with the contestants –</p> <ul style="list-style-type: none"> - Speeches shall be from five to seven minutes. A contestant will be <u>disqualified</u> if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds. a) A green signal will be displayed at five minutes and remain displayed for one minute. b) A yellow signal will be displayed at six minutes and remain displayed for one minute. c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech. - There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc. - Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved. - There will be one minute's silence after each speech for judges to complete their voting. After final speech, there will be silence until <u>all votes are collected</u> & the chief judge has left the room. - Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. - The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily - You will announce each speaker by giving their name, speech title, repeat the speech title, give their name 	
Draw contestants attention to the location of the timing lights	
Draw lots to determine the speaking order positions	
Record each contestant's name and speech title in the correct order drawn	
Check that you know the correct pronunciation of each contestant's name.	

DURING THE CONTEST	
After your introduction, deliver your opening comments and explain the contest.	
<p>Club Contest</p> <p>Explain how the meeting will be different from a normal club night including –</p> <ul style="list-style-type: none"> - Members normally give a speech from the CC or advanced speech manuals. - How speeches are usually evaluated. At contests judges will instead mark each speaker against a set criteria on voting forms. 	
<p>Area Contest</p> <p>Explain how contestants are already winners having (usually) competed in their club contests. Give out the club names participating, but not the member's names.</p>	
Ask for mobiles to be switched off	
<p>Explain the contest procedure to the audience –</p> <ul style="list-style-type: none"> - Speeches shall be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds. a) A green signal will be displayed at five minutes and remain displayed for one minute. b) A yellow signal will be displayed at six minutes and remain displayed for one minute. c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech. - There will be no indication to the contestant that they have gone over time, i.e. banging a gavel, waving cards, etc. - Prior to announcing results, the Chief Judge will announce if time disqualifications occurred, but not name the contestant(s) involved. - There will be one minute's silence after each speech for judges to complete their voting. After final speech, there will be silence until all votes are collected. - You will announce each speaker by giving their name, speech title, repeat the speech title, give their name - - at which point we all clap!! - Announce that 'earlier the speaking order of the contestants was drawn', then slowly give out the order in which the contestants will speak. Repeat the names twice and allow enough time for the judges to write down the names on their ballot papers. 	
Begin The Contest	
<p>Introduce the first (and subsequent) speakers using the format name, speech title, repeat the speech title, their name. For example -</p> <p><i>'Our first speaker this evening is Fred Blogs with a speech entitled My Life. My Life, Fred Blogs'</i></p>	
DO NOT make any comments on the speech when it concludes!	
Call for 1 minutes of silence while judges complete their voting – Timers should indicate when 1 minutes has passed	
After the final speaker, ensure the audience remain silent until <u>all the voting slips</u> have been collected and the Chief Judge has left the room.	
AT THE END OF THE CONTEST	
<p>Know in advance if you are to pass back control of the contest to the club President, Area Governor, go to a break, etc.</p> <p>At club contests, invite guests to come back to your next meeting.</p>	