Contest Chair – Evaluation Contest

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.	
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.	
Cover the rules of the contest with the contestants – - At the beginning of this contest, a five- to seven-minute test speech will be presented. The speakers identify will remain unknown to the contestants. - Contestants are permitted to make preparatory notes during the test speech using materials of their choice. - The test speaker shall be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name. - Neither the manual project nor any objectives that the speaker may have shall be made known to the contestants, judges, or audience. - At the conclusion of the test speech, all contestants shall leave the room and taken by the SAA to (specify *location*). They then have five minutes to prepare their evaluation using materials of their choice. - Timing and preparation supervision shall be under the control of the contest Sergeant at Arms. - After five minutes have elapsed, no further preparation shall be allowed and with the exception of the first contestant, who shall be called back as first evaluator, all others shall hand all written material to the contest Sergeant at Arms. - Preparation material shall be handed back to contestants as they are introduced to present their evaluation. - Each contestant will be introduced by announcing the contestant's name twice. (Note that this differs from the standard name, speech title, speech title, name, because Evaluation speeches do not have titles). - Evaluation contest speeches shall be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds. a) The green signal will be displayed at two minutes and remain displayed for 30 seconds. b) The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds. c) The red signal will be displayed at three minutes and remain displayed until the evaluation is	

concluded. - 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	
Draw contestants attention to the location of the timing lights	
Draw lots to determine the speaking order positions	
Record each contestant's name in the correct order drawn	
Check that you know the correct pronunciation of each contestants name	
DURING THE CONTEST	
After your introduction, deliver your opening comments and explain the contest.	
Club Contest Explain how the meeting will be different from a normal club night including – - Members normally give a speech from the CC or advanced speech manuals which are evaluated so we can all learn how to improve our speeches. - At this contest, there will be one speech for a mystery speaker that all the contestants will evaluate. - We have contests judges who will mark each contestant against set criteria on voting forms.	
Area Contest 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.	
Ask for mobiles to be switched off	
Explain the contest procedure to the audience – At the beginning of this contest, a five- to seven-minute test speech will be presented – do not give the speakers name at this point. - Contestants are permitted to make preparatory notes during the test speech, - At the conclusion of the test speech, all contestants shall leave the room and taken by the SAA to another room where they will be unable to hear the contest. - They then have five minutes to prepare their evaluation using materials of their choice. - After five minutes have elapsed, no further preparation shall be allowed and with the exception of the first contestant, who shall be called back as first evaluator, all others shall hand all written material to the contest sergeant at arms. - Preparation material shall be handed back to contestants as they are introduced to present their evaluation. - Evaluation contest speeches shall be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds. a) The green signal will be displayed at two minutes and remain displayed for 30 seconds. b) The yellow signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds. c) The red signal will be displayed at three minutes and remain displayed until the evaluation is	

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Begin The Contest	
Introduce the mystery test speaker using the format name, speech title, repeat the speech title, their name. For example - *'Our test speaker is Fred Blogs with a speech entitled My Life. My Life, Fred Blogs'* Say the speakers name clearly as the contestants may wish to use it during their evaluation.	
DO NOT make any comments on the speech when it concludes!	
Ask the SAA to escort all the contestants from the room. (Check in advance that the SAA knows to bring the 1st contestant back to the room when the 5 minutes of preparation have expired)	
While waiting for the 1st contestant to return use the time for announcements or Table Topics.	
When 1st contestant arrives back stop the Table Topics session.	
Introduce each contestant by announcing his or her contestant's name twice.	
Refrain from introducing the final speaker as *'our last contestant'*	
Call for 1 minutes of silence while judges complete their voting – Timers should indicate when 1 minutes has passed	
While the judges are making their ballot papers, the SAA should be bringing in the next contestant.	
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	
Know in advance if you are to pass back control of the contest to the club President, Area Governor, go to a break, etc. At club contests, invite guests to come back to your next meeting.	