

Contest Manager Checklist

District 3 Toastmasters 2013-2014

Prior to the Contest (Start 45-60 days beforehand):

1. Determine Contest Location, Date, Time (CC)
2. Select Chief Judge (CC)
3. Determine who will select judging functionaries, equipment and forms (CM/CJ)
4. Submit above info to the District LGET – lget@aztoastmasters.org (CC)
5. Build a calendar of key events before the contest – include specific dates for deliverables and names of responsible parties – see Contest Planning Timelines
6. Build committees
 - a. Publicity – create contest flyer, publicize contest to clubs & general public
 - b. Program – create contest program
 - c. Refreshments – select food for attendees

Stay in touch with committees – you are responsible for their results

7. Determine the budget
 - a. Printing flyers/programs, refreshments, room rental, awards, etc.
 - b. Toastmasters International is a 501(c)3 organization – you can request tax deductible donations from local businesses.
 - c. Area Contests may request voluntary donations from participating clubs
 - d. Awards:
 - i. For 2013-2014 Area Contests, the District will provide Winner and Alternate medallions
 - ii. For 2013-2014 Division Contests, the District will provide Winner, Alternate and 3rd Place plaques.
 - iii. The District will provide templates for all participation/award certificates.
You will need to purchase paper to print the certificates.
 - e. Contest budgets should not exceed \$100

Closer to the Contest (30 days):

1. Recruit Judging Team (as agreed with CJ)
 - a. Judges (minimum 5 at club/area, 7 at division/district)
 - i. Recommend 2 judges per participant & tiebreaking judge
 - ii. Avoid having judges from the same club as contestants
 - b. Timers (x2)
 - c. Ballot Counters (x3)
 - d. Sergeants at Arms – as needed
2. Locate Judging Equipment (as agreed with CJ)
 - a. Timing lights & backup cards
 - b. Stopwatches (x2)
 - c. Extension cord

- d. Calculators (x3)
- e. Index cards (x # of contestants + 1 to record results)
- f. Envelopes (x # of judges + 1 to contain results card)
- g. Writing instruments
- 3. Forms (as agreed with CJ)
 - a. Speakers Certification of Eligibility & Originality (x # of speakers)
 - b. Speech Contestant Biographical Information (x # of speakers)
 - c. Counter's Tally Sheet (x2)
 - d. Speech Contest Time Record Sheet (x2)
 - e. Judges Guide & Ballot (x # of judges – depends on contest)
 - f. Judges Certificate of Eligibility (x # of judges – depends on contest)
 - g. Tiebreaking Judge's Guide and Ballot (1)
 - h. Notification of Contest Winner (2)
 - i. District 3 Chief Judges Report (1)
- 4. Notify contestants and functionaries of the time and place of the contest briefings
- 5. Promote the contest (w/ Advertising committee)
- 6. Verify eligibility of all contestants (CC/CM)

Day of the Contest:

- 1. Arrive early to set up the room
- 2. Bring materials as listed above
- 3. Collect from each contestant:
 - a. Notification of Contest Winner (signed by club officer)
 - b. Speaker's Certificate of Eligibility and Originality
 - c. Biographical Information
- 4. The Contest Chair conducts the Contestant Briefing
- 5. Enjoy!