



Contestant Briefing Checklist

- Draw for speaking order using numbered index cards. Have them PRINT their names and speech titles (for the international speech contest) legibly. For Table Topics contest, just have them write their names legibly.
- If your contestant briefing and judges/functionary briefing is being held at the same time, have the Contest Manager/Toastmaster run the speaking order over to the chief judge. If the judges briefing follows this briefing, be ready to pass the speaking order on to the Chief Judge before the judges briefing begins.
- Ensure you have completed paperwork for each contestant:
 - Eligibility / Originality form
 - Contestant Profile form - please complete ALL contact information (don't be lazy!) as it will be needed for the notification of winner form later
For Area contests and above: You may want to have them write at the top of the page the club they are representing and how long they have been a Toastmaster. Highlight this information, along with their names to make introducing them for the contestant interviews easier. For contestant interviews, introduce them this way so you don't have to ask them the same two questions over and over: "Representing _____ club and a Toastmaster for _____ years/months, please welcome up _____."
- Ensure contestants have removed any name badges that may identify educational levels or club membership
- Review timing limits and signals:
 - For Table Topics:
Qualify and green light/signal both @ 1:00, Yellow light/signal @ 1:30, Red light/signal @ 2:00 and will remain on/displayed through remainder of speech. No signal will be given for going over time. You are disqualified for time if you speak less than 1:00 or more than 2:30.
 - For International Speech Contest:
Qualify @ 4:30, green light/signal both @ 5:00, Yellow light/signal @ 6:00, Red light/signal @ 7:00 and will remain on/displayed through remainder of speech. No signal will be given for going over time. You are disqualified for time if you speak less than 4:30 or more than 7:30.
 - Timing will begin with the first communication with the audience whether that is speaking, singing, dancing, an obvious deliberate silence, encouraging the audience to applaud, etc.

- If the timing lights fail, back up colored folders will be used and there will be an additional 30 second grace period.
- Contestant is responsible for setting up own props prior to introduction (during 1 timed minute) – may enlist sergeant at arms' help if needed
- Review proper introduction process: Name, title of speech, title of speech, name for International/Humorous/Tall Tales Speech Contest or Name, Topic, Topic, name for Table Topics contest. For Evaluation contest it is: Name, Name.
- Review protest procedure: Only Speech Contestants and Voting Judges may lodge protests with the Chief Judge and/or the Contest Chair, and only BEFORE winners are announced. There is no recourse once the winners are announced. Protests may only be made based on originality of the speech contest and the contestant or judge filing the protest should be able to provide compelling evidence of a lack of originality. The contestant giving that speech previously does not constitute a lack of originality, assuming the contestant wrote it him/her-self.
- Review disqualification basis: over/under time, eligibility, or originality (which requires a consensus of the judges).