

Contents of Contest Folders

Who for?	What?	Who compiles?
Chief Judge	<ul style="list-style-type: none"> • <i>Speech Contest Rulebook</i>, current version • <i>Judge's Guide and Ballot</i> for each contest • Grid of contest officials and contestants • Conference booklet • Program • <i>Certificate of Eligibility and Originality</i> from each contestant • <i>Judge's Certification of Eligibility and Code of Ethics</i> from each judge • First, second and third place-getter certificates, signed by Contest Toastmaster • Envelopes and notepaper • List of contestants 	Chief Judge
Assistant to the Chief Judge	<ul style="list-style-type: none"> • Grid of contest Officials and contestants • Duties and responsibilities of Assistant to the Chief Judge • <i>Speech Contest Rulebook</i>, current version • Conference booklet • Program • Note paper • List of contestants 	Chief Judge
Judges	<ul style="list-style-type: none"> • <i>Speech Contest Rulebook</i>, current version • <i>Judge's Guide and Ballot</i> forms for each contest • <i>Judge's Certification of Eligibility and Code of Ethics</i> (Item 1170) • Conference booklet 	Chief Judge

	<ul style="list-style-type: none"> • Program • Envelopes and notepaper • List of contestants 	
Tiebreaking Judge	<ul style="list-style-type: none"> • <i>Speech Contest Rulebook</i>, current version • <i>Tiebreaking Judge's Guide and Ballot</i> forms for each contest • <i>Judge's Certification of Eligibility and Code of Ethics</i> (Item 1170) • Conference booklet • Program • Envelopes and notepaper • List of contestants 	Chief Judge
M.C.	<ul style="list-style-type: none"> • Run-sheet for the day • Grid of contest officials and contestants • Conference booklet • Program • List of key visitors • "<i>Introducing a Contest</i>" script • List of Contest Toastmasters 	Contest Chair
Contest Toastmasters	<ul style="list-style-type: none"> • Three scripts: <i>Introducing a Contest</i> script, <i>Contestant Briefing</i> script, and <i>Contest Toastmaster</i> script • <i>Speech Contest Rulebook</i>, current version • Conference booklet with contestant names • Numbered cards for drawing speaking order • Certificates of participation for all contestants to be signed by you (given out at the end of the contest) • <i>Certificate of Eligibility and Originality</i> signed by 	Contest Chair

	<p>each contestant, to be given to Chief Judge</p> <ul style="list-style-type: none"> • <i>Speech Contestant Profile</i> from each contestant • Program • Grid of contest officials and contestants • List of contestants <p>• Note: The Table Topics Toastmaster's folder will also contain an envelope, holding the topic subject you have chosen for the contest. (Choose a Table Topic subject which has not been used at any level of contest in the current year. You should create this list of topics using information from the Presidents/Area Governors). The topic shall be of reasonable length, shall not require a detailed knowledge, and shall lead to an opinion or conclusion.</p> <ul style="list-style-type: none"> • The envelope should be sealed, with instructions on the front: "For Your Eyes Only - to be opened after the contestants have been briefed" 	
Conference Sergeant-at-Arms	<ul style="list-style-type: none"> • Grid of contest officials and contestants • Conference booklet • Program 	Contest Chair
Contest Sergeants-at-Arms	<ul style="list-style-type: none"> • List of contestants for each contest • Notepaper 	Chief Judge
Timers	<ul style="list-style-type: none"> • <i>Time Record Sheet</i> for each contest • List of contestants for each contest 	Chief Judge
Ballot Counters	<ul style="list-style-type: none"> • <i>Counter's Tally Sheet</i> for each contest • List of contestants 	Chief Judge