

WHEN YOU ARE CHAIRING A CONTEST

Before the contest – General

Review the speech contest rules with the contestants as per Speech Rule Book

Ensure you have cards for the draw

Speech Contestant Profile and Certificates of Participation

Meet the contestants at the speaking area and highlight the extent of this area to them.

Draw for speaking position

Check pronunciation of their names

Check contestants can see the lights and know the times for their contest

Allow contestants to test microphones if available

Contestants to remove badges

Have SAA on hand to position lectern and/or place props

Additional briefing for Table Topics

Explain that you will introduce each contestant by name then topic, repeat topic and name.

Ensure you have the topic which is of a general nature

Timing is 1 to 2 minutes, disqualification is less than 1 minute or more than 2 minutes 30 seconds

Lights at 1 minute, 1.30 minutes and 2 minutes

Remind all Contestants that all but the first contestant must leave the room when the contest is announced

Additional briefing for Evaluation Contest

Ensure you have certificate for test speaker as well as a speech profile for them

Ensure you give contestants the Evaluation Contestants Official Notes Sheet for taking notes and using in contest. Remind the contestants to put their name on the notes sheet prior to handing to the contest SAA. This is the only sheet that can be used throughout the contest.

Explain that first you will introduce the test speaker with name, speech title, name and you will give time of speech at the end.

Contestants will be taken to a room outside main room for their 5 minutes to write up their evaluation.

At the end of 5 minutes the Evaluation Contestants Notes sheet will be taken from them until they are called to present their evaluation, at the end of this time they will hand their notes to the SAA.

They will be called back in one at a time in speaking order with their name being announced twice and given their notes as they return

Additional briefing for International and Humorous Contests

Ensure you have the speech titles for all contestants

Explain that you will introduce each contestant by name, speech title, speech title name.

Remind the speakers they can remain in the room while the other contestants are speaking.

Timing is 5 minutes, 6 minutes and 7 minutes, disqualification is less than 4 minutes 30 seconds and more than 7 minutes 30 seconds.

At the Contest

Tell audiences the rules have been reviewed with the contestants

They have been informed of the timings and location of the timing lights

Taking of photos during the speeches is not permitted

Read the speaking order out for the judges

Ask chief judge if everyone is ready

Remind the audience about a minutes silence between contestants

Introduce the Contestants by speaking order in the appropriate way for each contest.

Exception for the Evaluation Contest

When the contestants have left the room to write up their evaluation, re introduce the Test Speaker to the audience and find out more about them.

After the Contest

Once the judges have left the room after each contest, ask all the contestants to return to the stage.

Interview them all in speaking order and present their Certificates of Participation.

Announce it is now time for a photographic moment.

If the results are not available ask the contestants to leave the stage

Wait for the Chief Judge to return with the results

Invite the appropriate people (possibly invited Guest/s) to come forward to present the awards

Announce the outcome in 3rd, 2nd and 1st place order

More photo opportunities

WHEN YOU ARE CHAIRMAN/MASTER OF CEREMONIES FOR THE DAY

There will be 4 contests during this Conference International, Humorous, Evaluation and Table Topics.

At each contest certain rules need to be applied.

Each Contestant has been briefed on the rules including speaking area, use of microphones and timing lights

Each contest has a specific time and I will announce that before each contest.

A minute's silence is asked once each contestant has finished to allow the judges to mark their judging sheets.

Once the final contestant has finished in each contest the judges will complete their scoring and hold their envelope up for the tally counters to collect.

The Chairmen for each contest will announce any further details required for their contest.