



# D42 Online Contest Planning Checklist for Contest Chair and Toastmaster

## Preparing for the Contest

	1. Review <u>Speech Contest Rulebook</u> and <u>Online Speech Contest Information</u> .
	2. If you or contest participants need technical assistance, book a one-on-one session in advance with the D42 Tech Team using one of these links: <a href="#">Link1</a> , <a href="#">Link2</a> , <a href="#">Link3</a> or <a href="#">Link4</a> . These sessions are first come, first served, so don't delay.
	3. Notify Contestants via email of date and time of briefing and contest. Attach <u>Speech Contest Rulebook</u> .
	4. Confirm correct pronunciation of Contestant's names, obtain Speech titles and communicate to Toastmaster.
	5. Draft and select a contestant interview question for each contest (contestant bios are not being collected). a. interview question response is not to exceed 1 min per Contestant, b. includes name, club, how long in Toastmasters and response to the question. c. timed by Timers at the Contest.
	6. Review the Contestant speaking order (selected at briefing on Friday before the contest by District Leadership). Technical Team will share slide at the beginning of the contest.
	7. Prepare or obtain introduction for Toastmaster (if different from Contest Chair)
	8. Contestant Briefings (including selection of speaking order) will be held online prior to contest day by the D42 Contest Team (see events calendar). Technical Team will share slide at the beginning of the contest

## Just Before Contest

	9. Confirm which Contestants are online with the D42 Tech Team. Strike those who are not competing.
	10. Ensure introduction is available and be ready to introduce Toastmaster (if different from Contest Chair).
	11. Determine which District Leaders will be present, and whether any of them is speaking during the final judging, and/or ballot counting process. Contact Christina Krus for confirmation.
	12. Confirm Toastmaster has speaking order (including contestant names, speech titles) and interview questions.
	13. Check with Chief Judge to ensure that contest officials are in place and we're ready to begin.

## During Contest

	14. Technical Team to display housekeeping slide as the audience is admitted to the room.
	15. Welcome participants. Inform them: <ol style="list-style-type: none"> <li>a. Humorous contest will be held first.</li> <li>b. Results for both contests will be presented at the end of the International contest.</li> </ol> and introduce Toastmaster if applicable.
	16. Ensure contest remains timely. Communicate with Toastmaster via Private Chat if necessary. If the Chief Judge pauses the contest (technical difficulties), they will provide guidance.
	17. Technical Team to display speaking order slide when speaking order is announced.
	18. Chief Judge <b>will not</b> address the audience at beginning of contest.
	19. Contest begins. 20. 21. Confirm verbally that Contestant is ready, then announce Name Title Title Name. Contestant begins.
	22. Interview Contestants - name, club, length of time in Toastmasters and ask interview question as selected by Contest Chair. Response to interview question to be 1 min per contestant. Red card from Timers at 1 min from commencement of response to interview question. Contestants competing in both contests will only be interviewed <b>once, after</b> they are finished competing.
	23. If interview is complete prior to results being available, invite audience to take a break and leave their speakers on to hear us reconvene.
	24. Area Director/Contest Chair/Division Director will present awards after <b>both</b> contests have been completed. Ensure presenter has the Contest Results in order of 3rd, 2nd, 1st. Announce the number of disqualifications, if any, prior to announcing winners.
	25. Thank Contest Officials verbally.
	26. Announce next level online contest date and time for your Division. Technical Team will screen share a slide with all Division Contest dates.
	27. Contest Chair to give brief closing remarks and thank everyone for attending while final slide is displayed.

## Following the Contest

	28. Email all contestants their <u>Certificates of Participation</u> .
	29. Email <u>First, Second and Third place Certificates</u> for both contests to appropriate Contestants.
	30. Chief Judge will start the <u>Notification of Winner Form</u> , send to Contest Chair for completion and submission to next level (Division Director or District Contest Chair, Cheryl Dust). Ensure all contestants that have competed are listed unless disqualified.
	31. At the Division level contest ensure that trophy is delivered to winner after the contest.