


Club Toastmasters LE MARQUIS

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Basic Evaluation Contest Briefing for Contestants

The points covered in this form are the recommended points that should be covered when briefing contestants. This form is NOT an official document; the current year's copy of the contest rule book is the final authority of contest rules. This document covers both rules and recommendations to ensure a smooth contest. The following icons are used to denote portions of the document that are rules or recommendations:






 denotes a Rule and

 denotes a Recommendation.
























Gather all contestants and cover the following points:

-  If a contestant is not present at the briefing, he loses the right to receive a briefing. Notify alternate contestants that they should attend the briefing. If the contestant is not present at the contest when the Contest Chair is announced, he will be ineligible to compete and his alternate will compete in his place.

Eligibility

-  Be a member in good standing of the club in which he is competing; i.e. dues sent and received at WHQ
-  Not be a current District or International officer, nor have declared the intent to run for District or International office (i.e. District Treasurer, Area Governor, etc.)
-  Area level and above: Not be presenters of educational sessions at the event at which the contest is held
-  Confirm that all contestants provided their Speech Contestant Biographical Information (1189)
-  Confirm that all contestants provided their Speaker's Certification of Eligibility and Originality (1183) forms to the Chief Judge.

Procedures

-  Once the test speaker has delivered a 5 -7 min speech, all evaluation contestants will be escorted out of the room by a Sgt. at Arms and given 5 min. to prepare for their evaluation. (It is the responsibility of the Sgt. at Arms escorting the Evaluation Contestant to calculate the 5 min.)
-  After 5 min., the Sgt. at Arms will take all notes from the participants. Contestants will be escorted back into the room by a Sgt. at Arms one at a time once their time to speak has arrived and their notes returned to each contestant as they are introduced to present their evaluation.
-  If the location where the contest is held cannot prevent contestants outside the room from contacting the audience, no one will be allowed in or out of the room between the first contestant and until the last contestant.
-  To eliminate perception of bias, introduce each contestant as follows:
Name, Name (No number)
-  Inform speakers where the timing devices are located.
-  Time of speech is 2 - 3 minutes. Speeches less than 1 minute 30 seconds or more than 3 minutes 30 seconds will be disqualified.
-  The lights (or cardboards if lights are not available) will be activated as follows ( ensure the timekeepers activate the lights/cardboards as you indicate timelines):
 -  **Green Light at 2 minutes,**
 -  **Amber Light at 2 minutes 30 seconds,** and
 -  **Red Light at 3 minutes** and will stay on until the speaker has finished speaking. No notice shall be given to indicate a speaker has gone overtime.
-  In the event of light failure or official timing device failure, 30 seconds will be granted to the speaker.
-  Timing starts with the first definite verbal or nonverbal communication with the audience.
-  There will be one minute of silence between speakers.
-  Protests may be entered ONLY by the contestants or judges to either the Chief Judge and/or Contest Chair.
-  After the results are announced, all decisions are final.
-  Recording speeches or taking pictures during the contest is not permitted without the preauthorization of the Contest Chair, if authorized; these will be unobtrusive to the contestants.
-  Once all contestants have spoken, an interview will be conducted. (If one contestant or more is competing in other contests, wait until they have concluded their last contest to interview them.)
-  Confirm the proper pronunciation of the contestant's name and whether any of the speakers will use props or lectern
-  Have the contestants draw lots (pieces of paper marked with numbers or cards) to determine the speaking order.
-  Define the speaking area.
-  Prior to the contest, let the contestants walk around the speaking area and test the microphone if available.
-  Check if the contestants have any questions.