

Toastmasters

2002 Spring Area 51 Speech Contest

Detailed Info

14-Apr-02, Updated after contest

Host: Marshalltown Toastmasters

Chair: Clyde Eisenbeis, 641-752-1193, eisenbeis@undalumni.org

Date/Time: 13 Apr 02, 6:30 pm

Location: Marshalltown Community College, Marshalltown, IA

Reserve Facilities: Jenny Hunt

Print / Distribute Flyers / PR: Roger Polt

Registration: Ed Parker

Gather names of attendees

Provide name tags, marking pens, registration pad, and pen

MC: Clyde Eisenbeis

Chief Judge: Jeff Christiaansen

Bring contest rules

Bring judging forms for both contests

Sgt-at-Arms: Christine Borton

Bring interview sheets

Recruit Staff: Clyde Eisenbeis

Tabletopics Question: one person plus one standby ... Joan Johanson (Martha Tinker backup)

Thought for the Day: one person plus one standby ... John Arthur

Registration desk: two people plus one standby ... Daryl Lorell

Timers: two people plus one standby ... Jim O'Hare, Brad Thomas

Vote Counters: two people plus one standby ... Susan Saltou, Edie Knoblock

Sound System Operator: one person plus one standby ... Rob McCarthy

Dessert Table: two people plus one standby ... Jenny Hunt, Janie Schmidt

Coffee / Drink Servers: two people plus one standby ... Hildegard Legrand, Raymond Shawstad

Provide Equipment: Daryl Lorell

Stop watches: two stop watches plus one extra

Timing lights: one plus one extra

Banner

Sound System

Print Program: Roger Polt

Arrange for Refreshments: Jenny Hunt

Ensure Clubs Provide: Ed Parker

Tabletopics contestant

Speech contestant

Judge: plus one standby

Obtain Participation Certificates: Clyde Eisenbeis

Invite Special Guests: Clyde Eisenbeis

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Responsibility Details

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Reserve Facilities:

- Confirm the reservation one week before the event.
- Ensure a lectern will be available
- Confirm there is an extra room available if needed for a Tabletopics contest or Evaluation contest

Print / Distribute Flyers / PR:

- Compose a flyer and accompanying letter. Include date, time, location, cost, and type of contests
- Send flyer/letter to the president of each club, Area Govs, Division Gov, Webmaster, TI District Editor, District Public Relations Officer, District Lt Gov for Marketing, District Lt Gov for Education and Training, and the District Governor.
- Issue a press release to the local newspaper(s).

Registration:

- Record the names of those who plan to attend ... collect money.
- Call clubs that do not call and ask for the names of those who plan to attend.
- Bring: 1) a list of who plans to attend, 2) name tags, 3) a couple of marking pens for name tags (Sharpie pens work very well), 4) a pad of paper as a register, and 5) a pen for the register.
- Have all attendees sign the register. Have them include their name, club name, and phone number. Collect money (\$3.50 per person for dessert, \$1 for no dessert) ... have cash change on hand.
- Encourage attendees to wear name tags (name and club name or guest).
- Give the money to the Area Governor.

Toastmaster for the Evening:

- Determine the speaking order for contestants for both contests (at 6:40 pm) by drawing names.
- Obtain the speech titles, speaker names, speaker biographical info, and the names of the Timers, Counters, and Sound System Operator from the Sgt-at-Arms.
- Become familiar with the microphone. If it is a lapel mike, place it close to the throat near the voice box, even if the mike is being held temporarily. Near the voice box is a better location than in front of the mouth.
- Help attach the mike near the throat of the contestants, or others, when control of the lectern is passed to them.
- When interviewing the contestants, become comfortable with holding the mike and moving it close to the person being interviewed when that person is speaking and close to you when you are speaking (similar to the way reporters do it on TV).

Chief Judge:

- Bring enough copies of both types of Judging Ballots for both contests and an envelope for each ballot.
- Start the Judges Briefing at 6:20 pm.
- Explain the contest rules to the Speakers, Judges, Timers, and Vote Counters.
- Verify that there is one judge from each club that has a contestant.
- If one club does not have a judge, find a judge from a club that does not have a contestant.
- Obtain the name and club name of each judge so they can be introduced when the contest starts.
- Arrange for a person to cast a tie breaking vote (on a confidential basis).
- Invite the judges to personally bring the ballot to you after the contest so you can verify that each ballot has been signed and looks ok.
- In the event that some contestants do not meet the time requirements, inform the vote counters so they are not surprised when the winners are announced.

Sgt-at-Arms:

- Bring enough copies of the biographical sheets for all contestants.

- Obtain the speech titles and biographical sheets. Give this information to the Toastmaster for the Evening.
- Verify that the Timers, Counters, and Sound System Operator are there. Have replacements ready to fill in if needed.
- If there is an Evaluation Contest or Tabletopics Contest, verify that a separate room is available. If it is an Evaluation Contest, verify a table is available for the contestants.
- Ask the contestants if assistance is needed (setting up an easel, visual aid, etc.) when they speak. If they need help, be prepared to help at the appropriate time.

Recruit Staff:

- Recruit: 1) two people for the registration desk, 2) one person for the Thought for the Day, 3) two people as Timers, 4) two people as Vote Counters, 5) one person as the Sound System Operator, 6) two people to help with the Dessert Table, and 7) two people to help as the Coffee / Drink Servers. Recruit one standby person for each position in case someone does not show up.
- Recruit people from different clubs to help get a good turnout at the contest. Recruiting extras for each position ... also helps increase the overall attendance.

Provide Equipment:

- Bring: 1) two stop watches (plus a spare), 2) one timing light (plus a spare), 3) a club banner from the sponsoring club, 4) a sound system, 5) a 50 foot extension cord and outlet strip for the timing light and sound system, and 6) signs to post at the event that give directions to the contest room.

Print Program:

- Include in the program the names of: the Toastmaster for the Evening, the contestants (call the club presidents), the Division Governor and Area Governor, and any special guests. See the sample program.
- Obtain an estimate of the number of attendees, print the programs, and bring them to the contest by 6:15 pm.

Arrange for Dessert:

- Arrange for desserts at the event (fancy desserts, perhaps from a place like Applebees or Perkins). Arrange to have coffee, punch, napkins, plates, forks, and table coverings. If more than \$3.50 per person is needed, discuss it with the committee.
- As a rule of thumb, cut generous portions of dessert (so people feel they got a good deal) keeping in mind the cost.
- Give all receipts/bills to the Area Governor.

Sound System:

- Become familiar with the volume control on the sound system. Become aware of what to do if feedback occurs.
- Turn the volume down when the mike is being handled (during the time the mike is being attached to/detached from clothing).

Timers:

- Become familiar with the stop watches and the timing lights.
- Two stop watches should be used for all timed events in case one stop watch stops working during the event.
- Only one timing light needs to be used. Be prepared to use the other one in case the first one fails during the event.
- If there is only one timing light, verify there is an extra bulb.
- Meet with the Chief Judge during the Judges Briefing.

Vote Counters:

- Meet with the Chief Judge during the Judges Briefing.
- Ask the Chief Judge when you will need to count the ballots (immediately after each contest, or only after both contests).

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Program ... for audience

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The following is only a sample. It would be good to include other items on other pages such as the people who helped (print flyers, registration, recruit staff, provide equipment, print program, arrange for refreshments, club names/presidents and District Officers including Area Gov and Div Gov).

District Officer – Welcome

Toastmaster for the Evening – Clyde Eisenbeis

Introductions:

Sgt-at-Arms – Christine Borton

Chief Judge – Jeff Christiaanson

Contest Procedures

Tabletopics Contest

? (contestant name)

? (contestant name)

? (contestant name)

? (contestant name)

Contestant Interviews

Speech Contest

? (contestant name)

? (contestant name)

? (contestant name)

? (contestant name)

Contestant Interviews

Guest Speaker – Cloyce Sutton II

District Officer – Presentation of Awards

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Agenda ... detailed ... not for audience

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Registration/Dessert – 6:30 pm

Contestants, judges, timers, sgt-at-arms, vote counters meeting – 6:30 pm

District Officer Welcome – Al Edwards, Div Gov – 7:00 pm

Introduce distinguished guests

Toastmaster for the Evening – Clyde Eisenbeis

Warm up the audience

Inspirational Thought – **John Arthur**

Introduce Sgt-at-Arms – **Christine Borton**

Sound System – **Rob McCarthy**

Vote Counters – **Susan Saltou, Edie Knoblock**

Timers – **Jim O'Hare, Brad Thomas**

Chief Judge – **Jeff Christiaanson** who introduces / explains

Judges

Time requirements for both contests

Wait for one minute between speeches for judges

Judges bring ballots to back of room after last speaker

Explain procedure for the Tabletopics Contest

Contestant is brought into the room, Ask the question, introduce the contestant

Wait in silence for one minute between speeches

Tabletopics Contest

Introduce Tabletopics Contest Speaker (who will pose the question).

Dismiss the Tabletopics Contestants (Sgt-at-Arms will bring them into room one at a time).

Pose the question, then introduce the contestant

Silence for one minute for the judges

... continue until last contestant

Judges follow Chief Judge to give/check the ballots

Interview Tabletopics contestants while ballots are being tallied. Present a Certificate of Participation.

Explain procedure for the Speech Contest

Name, Speech Title, Speech Title, Name

Wait in silence for one minute between speeches

Speech Contest

Introduce the first contestant (Name, Speech Title, Speech Title, Name)

Silence for one minute for the judges

... continue until last contestant

Judges follow Chief Judge to give/check the ballots

Interview speech contestants while ballots are being tallied. Present a Certificate of Participation.

Introduce Cloyce Sutton, Humorous Speaker

Lt Gov Education and Training – **Martha Tinker** Presents the awards

Other announcements ... Upcoming Div Contest and District Conference ... Lip Sync Demo

Recognize workers and wrap-up and Adjourn