

## **Contest Chair “To Do” List**

### **PREPARATION**

- 1) Find a **Chief Judge**.

*Who are three people you would ask to be Chief Judge for you?*

- 2) Select a **time** and **place** for the contest.

*Where might you hold a contest in your area?*

*If you needed help arranging a venue, who are three people you could appoint as a Venue Coordinator?*

- 3) Contact **contestants**. When you do, be sure to send contestants the **contest rulebook**, **speaker eligibility and originality form**, and the **contestant profile**.

*What information do you think you should share with contestants about the contest?*

- 4) Determine a **budget** for the contest and, if necessary, charge an entrance fee to cover costs.

*What might you want or need to purchase for the contest?*

- 5) **Advertise** the contest.

*How and where can you advertise?*

- 6) Make a contest **agenda** and print/prepare other **contest materials**.

*What other contest materials is the Contest Chair responsible for?*

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### **CONTESTANTS’ BRIEFING**

- 1) Check the **pronunciation** of **names** and **titles**.
- 2) Collect **eligibility/originality forms** and **contestant profiles**.
- 3) Review speech contest **rules** with contestants and **timing protocol**.
- 4) Show contestants the **speaking area** and, if applicable, acquaint contestants with **amplifying equipment** such as microphones.
- 5) Draw for **speaking positions**.

### **DURING**

- 1) Open the contest and review basic **rules for etiquette** with the audience.

*What rules or expectations might you share with the audience?*

- 2) Introduce each speaker by reading aloud the **speaking order**. Do *not* share any information about contestants or make preliminary remarks about them.
- 3) When it is time for contestants to compete, state their **name, title, title, name** and **shake their hands** as they take the stage.
- 4) Ask timers to time **one minute of silence** between each speaker. After all contestants have spoken, remind judges to **sign their judging ballots** and wait until the Chief Judge and Counters have exited the room to continue.
- 5) Conduct **interviews** with contestants while results are determined. Pass out **Certificates of Participation** at this time.

*What general questions might you ask during interviews?*

- 6) Announce the **results** of the contest and thank all participants.

### **AFTER**

- 1) Give the Chief Judge **contact information** for advancing speakers. The Chief Judge will fill out the **Notification of Winners form** and submit it to the next Contest Chair.