

International Speech Contest

Sergeant-at-Arms Guide

1. The purpose of this guide is to provide you with the information you need to competently perform as Sergeant-at-Arms in the International Speech Contest.
2. As Sergeant-at-Arms, you should ensure that the physical layout of the room is to the Contest Chair's specifications. You are in charge of all equipment and should coordinate with the Contest Chair on requirements and placement. You may also serve as Chair of the Set-Up Committee. The Contest Chair will let you know what time to arrive.
3. The Sergeant-at-Arms announces the briefings: Judges' Briefing and Contestant's briefing for the International Speech Contest. The Contest Chair will let you know the time of the briefings. Check with the Toastmaster to make sure all the contestants have checked-in. If any are absent, try to find them and escort them to the briefing.
4. Attend the Contestants' Briefing and ask the contestants if they need help. The Sergeant-at-Arms handles all audio equipment, props and furniture.
 - A. If contestants are using microphones, have them test the equipment.
 - B. Find out if contestants are using props
 - C. Find out each contestant's preference for using a lectern.
 - D. Note the order in which the contestants will speak.
 - E. Find out if any contestants prefer to remain outside the speaking room until it is their turn.
5. Give five-minute and two-minute warnings as requested by the Contest Chair, and when time to start, get the attention of the room (do not call the contest to order) and introduce the Area or Division Governor.
6. During the minute of silence, prepare for the next speaker.
 - A. If microphones are being used, stand at the back or side of the room and hook up each speaker before he/she is introduced.
 - B. Set up any props or move furniture for the next speaker.
7. For the International Speech Contest, contestants may remain in the room or not, as they choose. If a contestant prefers to remain outside the room before speaking, it is your responsibility to go get him/her at the proper time.
8. Assist the Contest Officials in any way necessary.