

Role of the Contestant Liaison

Before contest:

Contact each contestant, introduce yourself as their liaison, make sure they are planning to attend!

Provide Contest Chair with contact info. Exchange cell phone numbers with contestants if possible, to use the night before or day of the contest.

Let contestants know about Kick-the-Tires meeting.

Let contestants know time of contestant briefings and what time they should be in the parking lot (at least 15 minutes before briefing time).

Give them paperwork to fill out: Certificates of Eligibility and Originality, and Biographical Data forms.

Get these filled-out forms back from them at least 24 hours before the contest.

Make sure bios are legible, double-check speech title.

Make sure International contestants have given 6 manual speeches (this is a prerequisite, not negotiable).

Copy CEO forms to Contest Chair and Chief Judge.

Copy Bio forms to Contest Chair and Toastmaster.

Let contestants know date of Division Conference.

At contest:

Bring "care packages" for contestants (cough drops, water, kleenex)

Look for contestants and let Contest Chair and Toastmaster know as they arrive.

Answer contestants' questions, try to ensure their comfort, help them to sit as close to the stage or aisle as possible.

Attend contestant briefings.