The Contest Chair

Guidelines for Successful Contests

Finding a Contest Chair













Helpful Resources

- Speech Contest Rulebook
- Planning & Tracking Document
- Contest Chair Checklist
- Venue Locations List
- Contest Manager
- District Website

Contest Chair Responsibilities

Before Contest

<u>During Contest</u>

- Site
- Functionaries
- Budget
- Theme
- Timed Agenda
- Kick-the-Tires

- Functionaries
- Briefings
- Contest Rules
- Appreciation
- Paperwork

3 Top Contest Priorities

- 1. Contestant Eligibility
- 2. Contest Rules
- 3. Paperwork



Speech Contest Rulebook

Provide the second second

TOASTMASTER BITERNATIONAL Speaker's Certification of Eligibility and Originality

Toastmasters Speech Contest Results of Tally 3rd Place Winner:_____

2nd Place Winner: _

1st Place Winner:

Submitted by Chief Judge

Printed Name

Signature Date

Show Appreciation

Ways to say Thank You

- Certificates
- Thank you notes
- Chocolate
- Baked goods
- Lottery tickets
- Etc.

7 Tips for Successful Contests

- 1. Follow the Speech Contest Rules
- 2. Clarify roles & responsibilities
- 3. Clarify contestant & functionary reporting times
- 4. Plan, organize, coordinate
- 5. Stay on time
- 6. Stay within budget
- 7. Support & thank your team