Toastmasters Speech Contest
Contest Chair's Planning & Action Tracking Document Sample

Activities Keep a running notation of the status of each of the actions in this document. Follow-up periodically with your Committee Chairs. You can also use this document to stand in for an agenda when holding Committee meetings, including Kick-the-Tires.

Action	Responsible Person	Notes & Status	Due Date
Find a location for the contest - Define special requirements - Consider food needs - Consider room layout needs - Consider location			

Select a contest committee & arrange a planning meeting
  - See list in Contest Manager
  - Enter names in Contest Manger			

Obtain Contest Rules pamphlet			
Obtain names of contestants - Record names in the Contest Manager			

Develop budget
  - Work with Division Treasurer
  - Provide a budget to appropriate Committee chairs
  - Monitor adherence
At end calculate estimated vs. actual			

Trophies (Contact District Governor)
  - Include in budget
  - Logistics for obtaining them			

Select a Theme - Decide how to incorporate it			

Publicize contest
  - Develop a publicity plan
  - Create a flyer & distribution plan			

Contact club presidents (if Area Contest) - Encourage to hold contests			
Registration/protocol - $ Amount for pre-pay - $ Amount for walk-in			

- Who to "comp" - Sign-in sheet - Supplies: Name tags, markers, pens, etc - Money for change & money box - Protocol List - Include Division/District Treasurer			
Decorations - Check with facilities manager for rules - Provide a budget - Assess what can be recycled from other events - Keep it very simple			
Refreshments - Number to plan for - Assess need for equipment - Supplies and incidentals - Provide a budget - Logistics for bringing & serving - Keep it very simple			
Create Timed Agenda - Draft then final - Provide Timed Agenda to functionaries			
Chief Judge - Obtain *trained* Judges - Ballot Counters, Timers - TI Forms - Timing mechanism and watches - Train timers			
Opportunity Drawing - Raffle tickets - Container for tickets - Set logical cost for tickets - Logistics to obtain prizes - Non-profit letter from TI - Method for donor recognition			
Certificates/folders - Contestants & participants - Provide list of names & designations - Determine content; reflect theme			

- Process for checking accuracy - Provide a budget			
Program - Reflect theme; determine content - Process for checking accuracy - Provide a budget			
Chief Timer - Get assistants - Timing lights/stop watches - Procedures & training - Timing documents			
Opening thought/pledge - Reflect theme			
Toastmaster - Contact contestants - Obtain bio forms - Method for introducing contest - Method for briefing contestants - Introduction to Area/Division Gov. - Coordinate with SAA & other functionaries - Winner's bios to next level			
Sergeant-at-Arms - Set-up/clean up committee - Assist speakers with lectern, etc. - For evaluation contest, follow guidelines			
Greeters - Decide if needed - Locations and identification			
Signage - Where and what type			
Create a contest "bring-with-list" in Contest Manager Obtain Needed Supplies			
Coordinate with Div/District governor			