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 - Colosianer for tickets - Logistics to obtain prizes - Non-profit letter from TI - Method for donor recognition - Certificates/folders - Concestants & participants - Provide list of names & designations - Determine content: reflect theme	XX71 , 44 22	
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	- 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	