

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

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

During Contest

- Functionaries
- Briefings
- Contest Rules
- Appreciation
- Paperwork



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

