



Contestant Liaison's Guide

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.