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# **How to Run a Speech Contest: for Contest Chairs and Chief Judges**

District 93 Speech Contest Committee

Thursday, 10/15, 8:00-9:00

# Agenda

- Opening
- Breakout Room Placement
- Training: How to Run a Speech Contest/ 연설대회 운영 방법
- QnA
- Wrap-up

# Contest Chair

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- Your Role in a Nutshell: Taking care of the contestants
- Before the contest:
  - prepare **certificates of participation** for all contest speakers, as well as **rewards** for the winners (\*use **TM templates!**)
  - check and download the **speech contest materials** (*R* p.20)
  - select Chief Judge
  - Work with your VPPR to promote the contest. Work with your VPM to check eligibility of contestants. Work with your VPE to prepare the agenda for contest; you can hold the contest as part of your regular meetings!

# Contest Chair

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- Before the contest:

**-HOLD A PRE-CONTEST BRIEFING** for contestants, using Zoom if possible: review timing protocols (how to pin the screen of timer, etc.), review Zoom setting of each contestant (Internet connection, background noise, camera and microphone working, etc.), check if any contestant plans to use PowerPoint, etc..

# Contest Chair

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- During the contest:
  - You are the Toastmaster of the contest!
  - Notify the items in *R.p.21*, “During the Contest” 1.
  - Announce the roletakers that must remain visible: Chief Judge, Timers, SAA.
  - DO NOT make any comments about any speaker or their speech topic; you only introduce them by name, speech title, speech title, name.
  - Announce 1 minute of silence for judges to finish their ballots.
  - Conduct contestant interview while ballots are counted.
  - Address protests should any occur: *R p.22*, 6.
  - Announce if time disqualifications occurred (no names!)
  - Award the winners!

# Chief Judge

- Your Role in a Nutshell: Taking care of the contest behind the scene (you are not anonymous, though). You don't judge the contestants! (*R* p.11-12, J.)
- Before the contest:
  - Appoint voting judges (min. 5), 2 counters, 2 timers, 1 tiebreaking judge (whose identity you, and only you, know), and a SAA/Zoom master.
  - If you cannot realistically find all roletakers, reach out to other clubs for help, or even consider holding a joint speech contest.

# Chief Judge

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- Before the contest:
  - HOLD A JUDGES' BRIEFING!** (cf. Checklist, *R* p.23) Make sure the judges know what each item in the ballot means. The tiebreaking judge does not attend judges' briefing.
  - make kakaotalk open chat room: the ballot counters-each judge, Chief Judge-Tiebreaking Judge. All votes will be collected online, but signature of judges are required (electronic signature is perfectly fine!).

# Chief Judge

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- During the contest:
  - Collect the forms from roletakers: Speech Contest Time Record Sheet (1175), Tiebreaking Judge's ballot (you are the ONLY ONE who knows who this is, and you consult this ballot *only when there is a tie*)
  - Oversee the ballot counting process. Count everything twice. (for scoring, see *R* p.12, L. 1. a) and b)
  - Results Form (1168) to the Contest Chair
  - Address protests should any occur: *R* p.22, 6.
- After the contest
  - Notification of Contest Winner (Form 1182) to the Area Contest Chair!



# Important!

- READ the Rulebook!!
- Hold the briefings!
- Reach out for help if you need any!
- And have a great speech contest!

# Any Questions?

- Ask now, or email us at [speechcontest@district93.org](mailto:speechcontest@district93.org).