



Speech Contest Season

Plan an Table Topics and
International Speech Contest:
Club, Area or Division Levels!

First things first

▶ Time frame for hosting:

1. Club contests: March 18 - 31, 2018
2. Area Contests: April 1 - 14, 2018
3. Division contests: April 15 - 28, 2018
4. Leading toward the District Contests
 - Table Topics Contest May 4th
 - International Speech Contest May 5th

The Team!

- ▶ The Clubs or Host Clubs Vice President of Education is the organizer!
 - How many people are required to plan?
 - Vice President of Public Relation
 - Treasurer
 - If you plan to offer food, someone or a team to purchase(prepare).
 - If you plan a 50/50, someone to sell tickets.

Vice President of Education

At Club Level in the time frame allocated

Organize Participants at Club level, for International Speech Contest and Table Topics Contest.

Find a Contest Chair at club level, if it is not you.

Ensure your Sergeant at Arms knows his/her role for the Table Topics Contest.

Your Chief Judge at Club Level is your Area Director.

Help Chief Judge to find Judges (ensure fairness to all contestants).

Ensure all equipment is in place and working. Timing lights, timing cards as backup, Stop watches.

Create Agenda (Sample link attached.)

Just to be safe, have all required forms on hand.

Vice President of Education

For Area and Division Contests.

Plan location, if its other than your regular meeting location.

At Area and Division level know who your participant are.

The reporting tool on the district web page may help, if not call the clubs in your Area or Area Directors for help.

At the Area Contest the Area Director is the chair!

At the Division Contest the Division Director is the Chair!

Help Chief Judge find qualified Judges. Judges should be checked for illegibility to create fairness to all speakers. At Division level the chief judge will do this.

All other club requirements apply to these two levels as well.

See the Contest Check list at the end of this Presentation.

Vice President of Public Relations

Before Contest

- ▶ Create advertising for the Area Contest or Division Contest. (Sample link attached)
- ▶ Distribute to the Area or Division Clubs in ample of time to ensure success.
- ▶ Take lots of pictures

After Contest

- ▶ Use your media pages to show your successes.

Treasurer

Before the Contest

- ▶ Create a budget (see next slide)
- ▶ Ask someone to sell 50/50 tickets
- ▶ Ask for help at the reception desk

After the Contest

- ▶ pay bills (engraving, trophies etc.)

SAMPLE BUDGET

COSTS

ENGRAVING **Around \$7.00**

FOOD/HOSPITALITY notes*

**There is no requirement to*

Provide a meal...a snack is a nice

way to thank your guests for coming.

Cheese/crackers, or cake or dainties/cookies

Served with coffee/soft drinks is fine. Keep it

simple.

Around \$30.00

No Gate charges for Chair, Chief Judge
and all other judges, and all participants
Printing/posters, forms and agendas
(participation certificates if not supplied)

Around \$20.00

NOTE: We no longer provide Keeper Trophies,
Or fees associated with next level of completion.
If there will be a charge to clubs for medallions
or trophies from the district, you will need to
include this cost in your budget. Ask Area/Division
Directors, if this is the case (and the cost).

Usually \$15 or less

Total Costs

(including district medals) \$72.00

REVENUE

ADMISSION \$3.00/person

chair **00.00**

chief judge **00.00**

Judges (5-7) **00.00**

4 club timers/ballot counters **12.00**

Participants 4-8 **00.00**

Guests/ supporters 4-5 per club **60.00**

50/50 **20.00**

TOTAL **92.00**

TOTAL REVENUE

\$92.00

cushion/balance

20.00-35.00

CONTINUED

AT the Area:

It is expected that you will not charge so much as to make a handy profit or too little and cause a loss to the club. In this sample, we charged \$3.00 per person to essentially cover food costs but allow us a \$20.00-35.00 lee way to prevent a loss (as all numbers are best guesses/estimates only). We also charge \$3.00 to allow paying attendees to include gate and 50/50 tickets for a flat rate of \$5.00. If you are charging more than \$3 (or less) keep this strategy in mind and you'll sell more 50/50 tickets.

Sample float

If you are charging \$3.00 per person,

3 x \$10	\$30.00
3 x \$5.00	\$15.00
5 x \$1.00	\$05.00
5 x \$2.00	\$10.00

Total **\$60.00**

Be sure to separate 50/50 monies from gate/admission fees, and pay the club back for the total float costs before recording profit loss figures to the club treasurer.

CONTEST CHECK LIST

(go over expectations with assigned volunteer and follow up a week before the contest to ensure nothing has been overlooked and everyone understood their roles/responsibilities.)

Item Required	CLUB CONTEST Provided by	AREA CONTEST Provided by:	completed
Stop watch 1 only	CLUB	Host club	
Timing cards	CLUB	Host club	
Lights	CLUB	Host club	
Script for chair	CONTEST CHAIR	AREA DIRECTOR	
Table Topics Master	CLUB If a Table Topics Contest	AREA DIRECTOR	
Timer	VP EDUCATION	CLUB #1	
Timer	VP EDUCATION	CLUB #2	
Ballot Counter	VP EDUCATION	CLUB #3	
Ballot Counter	VP EDUCATION	CLUB #4	
Judges ballots	VP EDUCATION	AREA DIRECTOR	
Last years trophy	VP EDUCATION	AREA DIRECTOR	
2 timer forms	AREA DIRECTOR	DIVISION DIRECTOR	
2 ballot counter forms	AREA DIRECTOR	DIVISION DIRECTOR	
Judge	AREA DIRECTOR	DIVISION DIRECTOR	
Judge	AREA DIRECTOR	DIVISION DIRECTOR	
Judge	AREA DIRECTOR	DIVISION DIRECTOR	
Judge	AREA DIRECTOR	DIVISION DIRECTOR	
Judge outside	AREA DIRECTOR	DIVISION DIRECTOR	
Judge outside	AREA DIRECTOR	DIVISION DIRECTOR	
Judge outside	AREA DIRECTOR	DIVISION DIRECTOR	
Judge outside	AREA DIRECTOR	DIVISION DIRECTOR	
Judge outside (tie breaker)	AREA DIRECTOR	DIVISION DIRECTOR	
Sign for the Door	VP PR	HOST CLUB	
Sgt At Arms	SAA if evaluation contest	HOST CLUB if evaluation contest	
Chair	VP EDUCATION	AREA DIRECTOR	
Chief Judge	AREA DIRECTOR	DIVISION DIRECTOR	
Agendas (30)	VP EDUCATION	HOST CLUB (No Judges names)	
Hospitality/food	SAA/ or Committee	HOST CLUB	
Participation Certificates	CLUB	AREA DIRECTOR	
Winner Certificates	AREA DIRECTOR	DIVISION DIRECTOR.	

Area Contests

Ask Area Director to recruit a timer and 2 contestants (1 for each contest) from the 2 smallest clubs. and recruit 2-3 Ballot Counters and 2 contestants (for each contest) from the 2 strongest clubs
Chief Judge/Division Director recruits judges and checks them for eligibility.

Division Contests

Ask Division Director to recruit timers, ballot counters and judges
Ask Division Director to find out who is chief judge from the Trio/District leadership.

I wish you good luck and lots of fun organizing your next Contest.

Where to find information:

Go to: <http://district64.ca/index.php/events/speech-contests>

Download the [combined International and Table Topics Contests script - PDF format](#)

Download the [International Speech Contest Script - PDF format](#)

Download the [Table Topics Contest Script - PDF format](#)

Download the advertising pamphlet on the district page

Download the agenda on the district page

Download forms, get a current rulebook, read FAQ/Frequently Asked Questions

[Online contest reporting spreadsheet for Club, Area, Division](#) [Spring contest results and Area/Division](#) [Spring Contest details](#)

First comes thought; then organization of that thought, into ideas and plans; then transformation of those plans into reality. The beginning, as you will observe, is in your imagination.

Napoleon Hill