



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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fyt.cars85.com

Holding Contests

Overview:

Contests are an integral part of the Toastmasters experience.

To get the most out of Toastmasters, we all should attend as many training sessions as we can. Attending the judge training will answer many questions you may have on a contest.

Briefly, To hold a contest, we'll need:

- Contest Chair: Presides over the contest
- Chief Judge: Finds and organizes the judges in secret
- Contest Master: Hosts the contest
- Contest assistants: Timers x2; Vote counters: x3; SAAs: x2
- Contestants 😊

Notes:

- The club president, if not participating in the contest, is often the contest chair.
- The contest chair and master can be the same person.
- These 3 roles can be held by one or 3 different persons.

Forms to Prepare:

Please use the following forms from TMI:

Form	TMI Form #	Quantity*
Notification of Winners	1182	1
Time Record Sheet	1175	1
Counter's Tally Sheet	1176	1
Speaker Certification Eligibility Originality	1183	# of contestants +1
Judge Certification of Eligibility Ethics	1170	# of judges +1
Ballot - Contest	Evaluation: 1179 Humorous:1191 International 1172 Table Topics: 1180	# of judges +1
Ballot - Tiebreak	Evaluation: 1179A Humorous:1191A International 1172A Table Topics: 1180A	# of judges +1
Judging criteria		# of judges +1
Certificates		See below

*Quantity: this is the quantity per contest, so you'll need 2: one for each contest

Certificates:

Certificates To Prepare:

- Contest Chair
- Chief Judge
- Contest Master
- Each judge
- Contestant participation [for each contestant, 510D]
- Winners [1st, 2nd, 3rd - depending on the number of contestants, 510A, 510B & 510C]

*Presenting/Awarding the Certificates**:*

- The club president awards to the contest chair.
- The contest chair awards the chief judge.
- The contest chair awards the contest master.
- The chief judge awards their team of judges
The judges' certificates will be awarded by the chief judge privately because the judges' names are not to be announced publicly.
- The contest master awards the contestants.

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