



TOASTMASTERS INTERNATIONAL

Speaker's Certification of Eligibility and Originality

Club No. _____

District _____

Name of Contest _____

Eligibility (To be completed for all contests)

I certify that I am eligible to compete, under current Speech Contest rules. I am an active Club member in good standing and meet all other eligibility requirements.*

SIGNATURE

PRINTED NAME

Originality (To be completed for Humorous, Tall Tales, and International Speech contests)

Name of Contest (check one)

_____ Humorous

_____ Tall Tales

_____ International

Speech Title: _____

Completion: Club _____ Area _____ Division _____ Regional _____ Int'l _____

Date of Presentation: _____

In compliance with current speech contest rules, I certify that I alone prepared my speech and that it is substantially original.

SIGNATURE

PRINTED NAME

* To be eligible to compete in any Evaluation, Humorous, Tall Tales, and Table Topics speech contests, an individual must be a Toastmaster in good standing of a Club in good standing. For the International Speech Contest a contestant must also have completed at least six speech projects in the Communication and Leadership Program manual prior to the Club contest. For the International Speech Contest this requirement is waived only for a charter member of a Club chartered since July 1. The Club must be officially chartered prior to the Area contest.

The following are ineligible for competition in any speech contest: incumbent International Officers and Directors or candidates for these offices; District officers (District Governor, Immediate Past District Governor, any Lieutenant Governor, Secretary, or treasurer), Public Relations Officer, Division Governor, or Area Governor whose terms expire June 30; District officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the Area, Division, and District event at which the contest will be held, and for the International Speech Contest, presenters of educational sessions at Regional Conferences and/or the International Convention. An individual may not be a judge at any level for a contest in which they are still competing. The winner of the contest finals held each August during the International Convention is not eligible to compete again at any level.

For the International Speech Contest, Toastmasters who are members in more than one Club and who meet all other eligibility requirements may compete in each Club contest in which membership in good standing is held. However, should they win more than one Club contest, they can represent only one of the Clubs at the Area level. No contestant can compete in more than one Area contest, even if the two Areas are in different Divisions or different Districts.

For Evaluation, Humorous, Tall Tales, and Table Topics contests, Toastmasters who are members in more than one Club and who meet all other eligibility requirements may compete in each Club contest in which membership in good standing is held. However, should they win more than one Club contest, they can represent only one of the Clubs at the Area level. No contestant can compete in more than one Area contest, even if the two Areas are in different Divisions.

Note: This form is to be completed by each contestant and submitted before the contest to the chief judge at each level of competition.

Speech Contestant Biographical Information

Please return this biographical information before _____ to the contest chairman if you are participating in a Club, Area, Division, District, or Regional speech contest, or to World Headquarters for the International contest.

1. *Your full name, address, and telephone number(s):* _____

2. *Your e-mail address:* _____

3. *Club name and number* _____

4. *City in which you reside:* _____

5. *Occupation:* _____

6. *Employer:* _____

7. *Interests:* _____

8. *Notable accomplishments:* _____

9. *Your speech title:* _____

10. *Offices held in your Club, District, or Toastmasters International:* _____

11. *Name and address of community newspaper and/or company publication:* _____



TOASTMASTERS INTERNATIONAL

INTERNATIONAL SPEECH CONTEST

Judge's Guide and Ballot

Names of Contestants

| JUDGING ITEMS [SEE OVER FOR DESCRIPTION] | | SUGGESTED POINT VALUES | | | | Name | Name | Name | Name | Name | Name | Name | Name | Name |
|--|--|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|
| | | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | | |
| | | | | | | | | | | | | | | |
| SPEECH DEVELOPMENT structure, organization, support material | C O N T E N T 50 | 20 | 14-19 | 9-13 | 0-8 | | | | | | | | | |
| EFFECTIVENESS achievement of purpose, interest, reception | | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | |
| SPEECH VALUE ideas, logic, original thought | | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | |
| PHYSICAL appearance, body language | D E L I V E R Y 30 | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | |
| VOICE flexibility volume | | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | |
| MANNER directness, assurance, enthusiasm | | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | |
| APPROPRIATENESS to speech purpose and audience | L A N G U A G E 20 | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | |
| CORRECTNESS grammar, pronunciation, word selection | | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | |
| TOTAL SCORE (100 POINTS POSSIBLE) | | | | | | | | | | | | | | |

(Detach and submit to Counters)

Judge's Official Ballot

INTERNATIONAL SPEECH CONTEST



Name of Contestant :

PLACE RANKING POINTS

FIRST 3

SECOND 2

THIRD 1

(NOTE: Votes must be cast for First, Second, and Third place or the ballot will be voided.)

(Signature of Judge)

(Judge's Name : Please PRINT)



TOASTMASTERS INTERNATIONAL

INTERNATIONAL SPEECH CONTEST

TIEBREAKING Judge's Guide and Ballot

Names of Contestants

| JUDGING ITEMS [SEE OVER FOR DESCRIPTION] | | SUGGESTED POINT VALUES | | | | Name | Name | Name | Name | Name | Name | Name | Name | Name | | | | | | | | | |
|--|--|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|----|-------|------|-----|---|---|---|---|---|
| | | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | | | | | | | | 20 | 14-19 | 9-13 | 0-8 | | | | | |
| SPEECH DEVELOPMENT structure, organization, support material | C O N T E N T 50 | 20 | 14-19 | 9-13 | 0-8 | | | | | | | | | | | | | | | | | | |
| EFFECTIVENESS achievement of purpose, interest, reception | | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | | | | | | | | | |
| SPEECH VALUE ideas, logic, original thought | | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | | | | | | | | | |
| PHYSICAL appearance, body language | D E L I V E R Y 30 | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | | | | | | | | | | |
| VOICE flexibility, volume | | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | | | | | | | | | | |
| MANNER directness, assurance, enthusiasm | | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | | | | | | | | | | |
| APPROPRIATENESS to speech purpose and audience | L A N G U A G E 20 | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | | | | | | | | | | |
| CORRECTNESS grammar, pronunciation, word selection | | 10 | 7-9 | 4-6 | 0-3 | | | | | | | | | | | | | | | | | | |
| TOTAL SCORE (100 POINTS POSSIBLE) | | | | | | | | | | | | | | | | | | | | | | | |

(Detach and submit to Counters)

TIEBREAKING Judge's Official Ballot INTERNATIONAL SPEECH CONTEST

Note: All speakers must be ranked



Place / Name of Contestant :

First _____ Fourth _____ Seventh _____

Second _____ Fifth _____ Eighth _____

Third _____ Sixth _____ Ninth _____

(Signature of Judge)

(Judge's Name : Please PRINT)

INTERNATIONAL SPEECH CONTEST

JUDGING CRITERIA

CONTENT (50%)

SPEECH DEVELOPMENT is the way the speaker puts ideas together so the audience can understand them. The speech is structured around a purpose, and this structure must include an opening, body, and conclusion. A good speech immediately engages the audience's attention and then moves forward toward a significant conclusion. This development of the speech structure is supported by relevant examples, illustrations, facts, and figures, delivered with such smoothness that they blend into the framework of the speech to present the audience with a unified whole.

EFFECTIVENESS is measured in part by the audience's reception of the speech, but a large part is your subjective judgement of how the speech came across. You should ask yourself such questions as "Was I able to determine the speaker's purpose?" "Did the speech relate directly to that purpose?" "Was the audience's interest held by the speaker?" "Was this speech subject appropriate for this particular audience?"

SPEECH VALUE justifies the act of speaking. The speaker has a responsibility to say something meaningful and original to the audience. The listeners should feel the speaker has made a contribution to their thinking. The ideas should be important ones, although this does not preclude a humorous presentation of them.

DELIVERY (30%)

PHYSICAL presentation of a speech carries part of the responsibility for effective communication. The speaker's appearance should reinforce the speech, whether profound, sad, humorous, or instructional. Body language should support points through gestures, expressions, and body positioning.

VOICE is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.

MANNER is the indirect revelation of the speaker's real self as the speech is delivered. The speaker should speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions.

LANGUAGE (20%)

APPROPRIATENESS of language refers to the choice of words that relate to the speech purpose and to the particular audience hearing the speech. Language should promote clear understanding of thoughts and should fit the occasion precisely.

CORRECTNESS of language ensures that attention will be directed toward what the speaker says, not how it is said. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second, and third place contestants. They will not consider any contestant's Club, Area, Division, or District affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession, or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.



TOASTMASTERS INTERNATIONAL

TABLE TOPICS CONTEST

Judge's Guide and Ballot

Names of Contestants

| JUDGING ITEMS [SEE OVER FOR DESCRIPTION] | SUGGESTED POINT VALUES | | | | | | | | | | | | | |
|--|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|------|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| SPEECH DEVELOPMENT OPENING, BODY, CLOSE ORGANIZATION, SMOOTHNESS | 30 | 23-29 | 17-22 | 0-16 | | | | | | | | | | |
| EFFECTIVENESS LOGIC, DIRECTNESS, ENTHUSIASM, ACHIEVEMENT OF PURPOSE, AUDIENCE REPONSE | 25 | 18-24 | 11-17 | 0-10 | | | | | | | | | | |
| PHYSICAL APPEARANCE BODY LANGUAGE | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| VOICE FLEXIBILITY VOLUME | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| LANGUAGE APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| TOTAL SCORE (100 POINTS POSSIBLE) | | | | | | | | | | | | | | |

(Detach and submit to Counters)

Judge's Official Ballot

TABLE TOPICS CONTEST



Name of Contestant :

PLACE

FIRST

SECOND

THIRD

RANKING POINTS

3

2

1

(NOTE: Votes must be cast for First, Second, and Third place or the ballot will be voided.)

(Signature of Judge)

(Judge's Name : Please PRINT)



TOASTMASTERS INTERNATIONAL

TABLE TOPICS CONTEST

TIEBREAKING Judge's Guide and Ballot

Names of Contestants

| JUDGING ITEMS [SEE OVER FOR DESCRIPTION] | SUGGESTED POINT VALUES | | | | | | | | | | | | | |
|--|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|------|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| SPEECH DEVELOPMENT OPENING, BODY, CLOSE ORGANIZATION, SMOOTHNESS | 30 | 23-29 | 17-22 | 0-16 | | | | | | | | | | |
| EFFECTIVENESS LOGIC, DIRECTNESS, ENTHUSIASM, ACHIEVEMENT OF PURPOSE, AUDIENCE REPONSE | 25 | 18-24 | 11-17 | 0-10 | | | | | | | | | | |
| PHYSICAL APPEARANCE BODY LANGUAGE | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| VOICE FLEXIBILITY VOLUME | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| LANGUAGE APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION | 15 | 11-14 | 6-10 | 0-5 | | | | | | | | | | |
| TOTAL SCORE (100 POINTS POSSIBLE) | | | | | | | | | | | | | | |

(Detach and submit to Counters)

TIEBREAKING Judge's Official Ballot

TABLE TOPICS CONTEST



Note: All speakers must be ranked

Place / Name of Contestant :

First _____ Fourth _____ Seventh _____

Second _____ Fifth _____ Eighth _____

Third _____ Sixth _____ Ninth _____

(Signature of Judge)

(Judge's Name : Please PRINT)

1180-A

TABLE TOPICS CONTEST

JUDGING CRITERIA

SPEECH DEVELOPMENT is the way the speaker puts ideas together so the audience can understand them. The Table Topics response is structured around a purpose, and this structure must include an opening, body and conclusion. The response is supported by relevant examples and illustrations, facts and figures if appropriate, and is delivered smoothly.

EFFECTIVENESS is your subjective judgement of how the response come across. Were you able to determine the speaker's purpose? Did the speech relate directly to the given question or topic? Was the response clearly and logically presented?

PHYSICAL presentation of the response carries part of the responsibility for effective communication. The speaker's appearance should reinforce his or her response. Body language should support points through gestures, expressions and body positioning.

VOICE is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis, and should have a variety of rare and volume. A good voice can be clearly heard and the words easily understood.

LANGUAGE refers to the choice of words that relate to the response. Language should promote clear understanding of thoughts and should fit the occasion precisely. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second and third-place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

TOASTMASTERS INTERNATIONAL HUMOROUS SPEECH CONTEST

Judge's Guide and Ballot

| JUDGING ITEMS | SUGGESTED POINT VALUES | | | | / / / / / / / / / / | | | | | | | | |
|---|------------------------|-----------|------|------|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | Excellent | Very Good | Good | Fair | Name | Name | Name | Name | Name | Name | Name | Name | Name |
| | | | | | Speaker 1 | Speaker 2 | Speaker 3 | Speaker 4 | Speaker 5 | Speaker 6 | Speaker 7 | Speaker 8 | Speaker 9 |
| SPEECH DEVELOPMENT structure, opening, body, support material | 15 | 12 | 10 | 5 | | | | | | | | | |
| EFFECTIVENESS excitement created, suspense, the unexpected twist, surprise, connection of humorous events, achievement of purpose | 15 | 12 | 10 | 5 | | | | | | | | | |
| SPEECH VALUE ideas, originality of thoughts and material | 15 | 12 | 10 | 5 | | | | | | | | | |
| AUDIENCE RESPONSE attentiveness, laughter, interest, reception | 10 | 8 | 6 | 4 | | | | | | | | | |
| PHYSICAL appearance, body language | 10 | 8 | 6 | 4 | | | | | | | | | |
| VOICE flexibility, volume | 10 | 8 | 6 | 4 | | | | | | | | | |
| MANNER directness, assurance, enthusiasm | 10 | 8 | 6 | 4 | | | | | | | | | |
| APPROPRIATENESS to speech purpose and audience, reflecting good taste | 10 | 8 | 6 | 4 | | | | | | | | | |
| CORRECTNESS grammar, pronunciation, word selection (use of dialect vernacular) | 5 | 4 | 3 | 2 | | | | | | | | | |
| TOTAL SCORE (100 points possible) | | | | | | | | | | | | | |

(Detach and submit to counters)

JUDGE'S OFFICIAL BALLOT

Note: The tie-breaking judge must rank all speakers.

Name of Contestant:

PLACE

First

Second

Third

RANKING POINTS

3

2

1

(Note: Votes must be cast for first, second, and third place or the ballot will be voided.)

(Signature of judge)

(Club/District No.)

(Date)

TOASTMASTERS INTERNATIONAL HUMOROUS SPEECH CONTEST

Judge's Guide and Ballot

| JUDGING ITEMS | SUGGESTED POINT VALUES | | | | / / / / / / / / / / | | | | | | | | |
|--|------------------------|-----------|------|------|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | Excellent | Very Good | Good | Fair | Name | Name | Name | Name | Name | Name | Name | Name | Name |
| | | | | | Speaker 1 | Speaker 2 | Speaker 3 | Speaker 4 | Speaker 5 | Speaker 6 | Speaker 7 | Speaker 8 | Speaker 9 |
| SPEECH DEVELOPMENT structure, opening, body, support material | 15 | 12 | 10 | 5 | | | | | | | | | |
| EFFECTIVENESS excitement created, suspense, the unexpected twist, surprise, connection of humorous events, achievement of purpose | 15 | 12 | 10 | 5 | | | | | | | | | |
| SPEECH VALUE ideas, originality of thoughts and material | 15 | 12 | 10 | 5 | | | | | | | | | |
| AUDIENCE RESPONSE attentiveness, laughter, interest, reception | 10 | 8 | 6 | 4 | | | | | | | | | |
| PHYSICAL appearance, body language | 10 | 8 | 6 | 4 | | | | | | | | | |
| VOICE flexibility, volume | 10 | 8 | 6 | 4 | | | | | | | | | |
| MANNER directness, assurance, enthusiasm | 10 | 8 | 6 | 4 | | | | | | | | | |
| APPROPRIATENESS to speech purpose and audience, reflecting good taste | 10 | 8 | 6 | 4 | | | | | | | | | |
| CORRECTNESS grammar, pronunciation, word selection (use of dialect vernacular) | 5 | 4 | 3 | 2 | | | | | | | | | |
| TOTAL SCORE (100 points possible) | | | | | | | | | | | | | |

(Detach and submit to chief judge)

TIEBREAKING JUDGE'S OFFICIAL BALLOT

NOTE: ALL SPEAKERS MUST BE RANKED

PLACE/NAME OF CONTESTANT:

First _____ Fourth _____ Seventh _____

Second _____ Fifth _____ Eighth _____

Third _____ Sixth _____ Ninth _____

Signature of judge

Club/District No.

Date

HUMOROUS SPEECH CONTEST

Judging Criteria

SPEECH DEVELOPMENT is the way the speaker puts ideas together so the audience can understand them. The speech is structured around a purpose or theme, and the structure must include an opening, body and conclusion. A good humorous speech immediately engages the audience's attention and then builds to a significant conclusion; it is not a series of jokes or a monologue.

EFFECTIVENESS refers to your subjective judgment of how the speech came across. What was the purpose or theme of the speech? Did the speech relate directly to that purpose or theme? Was humour used effectively?

SPEECH VALUE justifies the act of speaking. The speaker has a responsibility to say something meaningful and original to the audience, even in a humorous speech. The ideas should be important, even though they are presented humorously.

AUDIENCE RESPONSE reflects the audience's reaction to the speech. Did the speech hold the audience's interest? Did people understand and laugh at the humour?

PHYSICAL presentation of a speech carries part of the responsibility for effective communication. The speaker's appearance should reinforce the speech. Body language should support points through gestures, expressions and body positioning.

VOICE is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.

MANNER is the indirect revelation of the speaker's real self as the speech is delivered. The speaker should speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions.

APPROPRIATENESS of language refers to the choice of words that relate to the speech purpose and to the particular audience hearing the speech. Language should promote clear understanding of thoughts, should fit the occasion and should be in good taste.

CORRECTNESS of language ensures that attention will be directed toward what the speaker says, not how it is said. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second and third-place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time that speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.

TOASTMASTERS INTERNATIONAL
Evaluation Contest Judge's Guide and Ballot

| JUDGING ITEMS | SUGGESTED POINT VALUES | | | | / / / / / / / / / / | | | | | | | | |
|---|------------------------|-----------|------|------|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | Excellent | Very Good | Good | Fair | Name | Name | Name | Name | Name | Name | Name | Name | Name |
| | | | | | Speaker 1 | Speaker 2 | Speaker 3 | Speaker 4 | Speaker 5 | Speaker 6 | Speaker 7 | Speaker 8 | Speaker 9 |
| ANALYTICAL QUALITY Clear, focused | 40 | 30 | 20 | 10 | | | | | | | | | |
| RECOMMENDATIONS Positive, specific, helpful | 30 | 25 | 20 | 10 | | | | | | | | | |
| TECHNIQUE Sympathetic, sensitive, motivational | 15 | 12 | 10 | 5 | | | | | | | | | |
| SUMMATION Concise, encouraging | 15 | 12 | 10 | 5 | | | | | | | | | |
| TOTAL SCORE (100) | | | | | | | | | | | | | |

 (Detach and submit to counters)

JUDGE'S OFFICIAL BALLOT

Note: The tie-breaking judge must rank all speakers.

Name of Contestant:

PLACE

First

Second

Third

RANKING POINTS

3

2

1

(Note: Votes must be cast for first, second, and third place or the ballot will be voided.)

(Signature of judge)

(Club/District No.)

(Date)

Judging criteria for Evaluation Contests

1. **Analytical Quality** (40 points) - clear, focused

Analytical Quality refers to the effectiveness of the evaluation. Every evaluation should carefully analyse the strengths and weaknesses of the speaker's presentation. Were your comments clear and logical? Did you identify specific strengths and weaknesses of the presentation?

2. **Recommendations** (30 points) - positive, specific, helpful

Point out the strengths and weaknesses of the speech, and offer specific recommendations for improvement. Recommendations should be practical, helpful and positive, and they should enable the speaker to improve next time.

3. **Technique** (15 points) - sympathetic, sensitive, motivational

Technique refers to the manner in which you present your comments and recommendations. You should be sensitive to the feelings and needs of the speaker, yet inspire and encourage the speaker in his or her future speaking efforts.

4. **Summation** (15 points) - concise, encouraging

This is how you conclude the evaluation. You should briefly summarise your comments and suggestions, and be positive and encouraging.



TOASTMASTERS INTERNATIONAL

TALL TALES CONTEST

Judge's Guide and Ballot

Names of Contestants

| JUDGING ITEMS [SEE OVER FOR DESCRIPTION] | SUGGESTED POINT VALUES | | | | Name | Name | Name | Name | Name | Name | Name | Name | Name |
|--|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | | |
| | | | | | | | | | | | | | |
| SPEECH DEVELOPMENT OPENING, BUILD-UP, CLIMAX, ORGANIZATION, SMOOTHNESS | 30 | 22-29 | 13-21 | 0-12 | | | | | | | | | |
| SPEECH TECHNIQUES EFFECTIVE USE OF EXAGGERATION, IRONY, PUN, SURPRISE TWISTS, HUMOUR, SLAPSTICK ETC | 25 | 18-24 | 11-17 | 0-10 | | | | | | | | | |
| PHYSICAL APPEARANCE BODY LANGUAGE | 15 | 11-14 | 7-10 | 0-6 | | | | | | | | | |
| VOICE FLEXIBILITY VOLUME | 15 | 11-14 | 7-10 | 0-6 | | | | | | | | | |
| LANGUAGE APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION | 15 | 11-14 | 7-10 | 0-6 | | | | | | | | | |
| TOTAL SCORE (100 POINTS POSSIBLE) | | | | | | | | | | | | | |

(Detach and submit to Counters)

Judge's Official Ballot TALL TALES CONTEST



Name of Contestant :

PLACE

FIRST

SECOND

THIRD

RANKING POINTS

3

2

1

(NOTE: Votes must be cast for First, Second, and Third place or the ballot will be voided.)

(Signature of Judge)

(Judge's Name : Please PRINT)



TOASTMASTERS INTERNATIONAL

TALL TALES CONTEST

TIEBREAKING Judge's Guide and Ballot

Names of Contestants

| JUDGING ITEMS [SEE OVER FOR DESCRIPTION] | SUGGESTED POINT VALUES | | | | Name | Name | Name | Name | Name | Name | Name | Name | Name |
|--|---|--|------------------|------------------|------|------|------|------|------|------|------|------|------|
| | E X C E L L E N T | V E R Y G O O D | G O O D | F A I R | | | | | | | | | |
| | | | | | | | | | | | | | |
| SPEECH DEVELOPMENT OPENING, BUILD-UP, CLIMAX, ORGANIZATION, SMOOTHNESS | 30 | 22-29 | 13-21 | 0-12 | | | | | | | | | |
| SPEECH TECHNIQUES EFFECTIVE USE OF EXAGGERATION, IRONY, PUN, SURPRISE TWISTS, HUMOUR, SLAPSTICK ETC | 25 | 18-24 | 11-17 | 0-10 | | | | | | | | | |
| PHYSICAL APPEARANCE BODY LANGUAGE | 15 | 11-14 | 7-10 | 0-6 | | | | | | | | | |
| VOICE FLEXIBILITY VOLUME | 15 | 11-14 | 7-10 | 0-6 | | | | | | | | | |
| LANGUAGE APPROPRIATE TO SPEECH, PURPOSE AND AUDIENCE, GOOD GRAMMAR, PRONUNCIATION AND WORD SELECTION | 15 | 11-14 | 7-10 | 0-6 | | | | | | | | | |
| TOTAL SCORE (100 POINTS POSSIBLE) | | | | | | | | | | | | | |

(Detach and submit to Counters)

TIEBREAKING Judge's Official Ballot

TALL TALES CONTEST



Note: All speakers must be ranked

Place / Name of Contestant :

First _____ Fourth _____ Seventh _____

Second _____ Fifth _____ Eighth _____

Third _____ Sixth _____ Ninth _____

(Signature of Judge)

(Judge's Name : Please PRINT)

1181-A

TALL TALES CONTEST

JUDGING CRITERIA

SPEECH DEVELOPMENT is the way the speaker puts ideas together so the audience can understand them. The Tall Tales speech immediately engages the audience's attention, then smoothly builds up to a climax and conclusion.

SPEECH TECHNIQUES refers to the use of various tall tales skills, such as exaggeration, irony, pun, humour and surprise twists. These techniques are the essence of the tall tale, and they must be skilfully incorporated into the tale.

PHYSICAL presentation of the response carries part of the responsibility for effective communication. The speaker's appearance should reinforce the story. Body language should support the story through gestures, expressions and body positions.

VOICE is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis, and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.

LANGUAGE refers to the choice of words that relate to the story. Language should promote clear understanding of thoughts and should fit the occasion precisely. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

JUDGE'S CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting first, second and third place contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will not time the speeches and will not consider the possibility of under-time or overtime when judging a contestant's speech.
3. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of the contest and revealing scores and ranking only in accordance with official policy.



This tally sheet should be given to the Chief Judge. The Chief Judge should provide the Chairman the names of first, second, and third (if appropriate) place contestants. The balance of the information is confidential and not to be made available as general information.

| NAME OF JUDGE | NAME OF CONTESTANT | | | | | | | | | |
|---------------|--------------------|--|--|--|--|--|--|--|--|--|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| 6. | | | | | | | | | | |
| 7. | | | | | | | | | | |
| 8. | | | | | | | | | | |
| 9. | | | | | | | | | | |
| 10. | | | | | | | | | | |
| TOTALS | | | | | | | | | | |

1. From each ballot collected, enter on this tally sheet:
 - a. 3 points for FIRST place
 - b. 2 points for SECOND place
 - c. 1 point for THIRD place.
2. After results from all ballots have been entered, compute totals.
3. If tie results, refer to Tiebreaking Judge's Ballot.
4. Enter winners as follows:

1st Place Winner _____

2nd Place Winner _____

3rd Place Winner _____
5. On a separate sheet of paper, submit the names of the winners to the chairman or the person who will announce the results. Clearly specify first, second, and third (if appropriate) place next to the corresponding names.

TOASTMASTERS CONTEST RESULT - _____

_____ - _____

Winners

Speech Contest ___ / ___ / ___

Club/Area/Div/Dist. _____

There were _____ disqualification(s) by Time

There were _____ disqualification(s) due to Protest.

Third Place

Second Place

First Place

Chief Judge Signature

Date:

Name :

Contest Support Team

| Role | Name & Club No. | Address & Phone | Email |
|--|-----------------|-----------------|-------|
| Contest Chair | | | |
| Chief Judge | | | |
| Toastmaster | | | |
| Judge #1 | | | |
| Judge #2 | | | |
| Judge #3 | | | |
| Judge #4 | | | |
| Judge #5 | | | |
| Judge #6 | | | |
| Judge #7 | | | |
| Judge #8 | | | |
| Tiebreaker Judge | | | |
| Chief Sergeant at Arms | | | |
| Sergeant at Arms (Stage) | | | |
| Sergeant at Arms (Door) | | | |
| Sergeant at Arms (Contestants) | | | |
| Ballot Counters 1. 2. | | | |
| Timers (2) 1. 2. | | | |
| Test Speaker (for Evaluation Contest Only) | | | |

Sample Mail / Email to Solicit Potential Judges and Contest Officials

Dear

Will you support the _____ Contest by being a Contest Judge or other Contest Official? The _____ Contests will be held on _____ (day of the week), _____ (date), at the _____ (place) located at _____ (address) in _____ (city).

The Contest Judges and Officials Briefing will be held at _____ (time) in the _____ (location) and the contest will begin at _____ (time).

To serve as a contest official you must be a member in good standing of a club in good standing at Toastmasters International. Judges for the International Speech competition should have completed six speech projects in the Competent Communication manual. To ensure a fair, objective contest we want to have different judges at each level of competition. In other words, we do not want to have the same judges judging the same contestants at multiple levels of competition. So please take time to answer the following questions if you are willing to serve as a judge or other contest official. THANK YOU for your support of this contest!!!!

1. Give your name, Toastmaster educational level, club number and club name, your address, and phone number.
2. If you are not yet a CC, how many speeches from the Communication and Leadership manual have you completed?
3. If you qualify to judge, would you be willing to serve as a Judge?
4. Would you be willing to serve as any other contest official?
5. The date and place of you were trained as a contest judge?
6. Which contests have you judged during this TM year?
7. Is any one from your club a contestant in the _____ contest? (The contestants are listed below.)
8. By looking at the list of contestants, do you carry any **positive** or **negative** biases toward any of the contestants that would disqualify you as a judge?

(List of contestants with Name, Division, Area, and Club Number.)

Thank you for your support.
Best regards,

(Name and Contact Information for Chief Judge and Contest Chair)

JUDGES BRIEFING

1. The primary purpose of a judge is to pick a winner.
2. Judging is to be done according to the criteria on the form.
3. The following reminders will help ensure fairness.
 - Age, sex, race, creed, national origin or professional beliefs are not to be considered
 - How well a speaker has done or could do is not to be considered
 - The first or last speaker is not to be judged differently than those in the middle
 - Do not give a break to the “Underdog”, (i.e. new Toastmaster or handicapped Toastmaster)
 - Do not give extra Credit to a speaker because they have successfully competed in contests before
 - Do not judge contestants on your club norms, (i.e. Whether or not they use the lectern etc.)
 - Please leave your personal preferences, (i.e. when or whether they recognize the Toastmaster etc.) at home
 - Do not take time into consideration, it is not your purview
 - No ties, make a decision as to who is first, second, and third
4. Sign your ballots now. All unsigned ballots will be discarded
5. Protests:
 - Originality and eligibility only
Originality means that quoted material may be used but it must be identified and it must not comprise the major portion of the speech
 - Only contestants and judges may protest
 - Protests must be decided prior to the announcement of winners
 - A majority of judges must concur if the protest is on originality
6. Please familiarize yourselves with the judging ballots
7. You are not to reveal ranking or scores
8. Refrain from public criticism of the contest
9. Ballots are to be destroyed after the contest

Thank you all for your help in making this contest a success.

Contest Chair Responsibilities

Advance Preparation

- Determine who the contestants are for each contest (find out who is attending the contest, and if the 1st place winner is not attending, contact the alternate and verify s/he is attending and will compete)
- Check on contestants' eligibility with TI
- Prepare the agenda for each contest
- Certificates of Participation for all contest speakers
- Trophies for winners
- Appoint multiple Contest Sgt. at Arms:
 - Have one SAA per each door in the contest hall.
 - Have one SAA female and male each to fix microphone to the speaker and assist with the props and for positioning them.
 - One Sgt At Arms only to be with contestants and service them.
- Contest materials:
 - Judge's Guide and Ballot, Tie-Breaking Judge's Ballot
 - Speaker's Certificate of Eligibility and Originality
 - Biographical Information sheet of speaker.
 - Time Record Sheet and Instruction for Timers. 2 Stop watches, Electrical three light signals and Hand held Color Card of Red, Amber and Green.
 - Counter's Tally Sheet
 - Contest result declaration sheet and envelops.
 - Latest Contest rule book.
 - Winners list for the next level of contest.
- Notify the officials of the date, time and place of contest and time and location of pre-contest briefings
- Notify the contestants of the time and place of the contest and pre-contest briefings 2-6 weeks before the contest. Mail an information packet to each contestant at this time:
 1. Speech Contest rules
 2. Biographical Information sheet
 3. Speaker's Certification of Eligibility and Originality

Pre-Contest Briefing

The Contest Toastmaster should be present when the Contest Chair briefs the contestants. This way the Toastmaster knows the speaking order, pronunciation of names, and the titles of speeches.

- Verify the presence of all contestants and pronunciation of their names
- Draw for speaking positions (It is helpful to coordinate with the Chief Judge and give him/her the speaking order to pass on to the Judges).
- Review speech contest rules with speakers
- Acquaint contestants with exact speaking area and location of timing lights

- Brief the Sergeant at Arms (Table Topics and Evaluation Contests) on her/his duties

After the Contest

- **Secure the name, address, & phone number of the winner(s) as contestants of next level contest and next winner as stand by contestant.**
- **Pass this information to the Contest Chair of the next contest level.**

Order of Speech Contestants

| | | | |
|----------|-------|---------------|-------|
| 1. Name: | _____ | Speech Title: | _____ |
| 2. Name: | _____ | Speech Title: | _____ |
| 3. Name: | _____ | Speech Title: | _____ |
| 4. Name: | _____ | Speech Title: | _____ |
| 5. Name: | _____ | Speech Title: | _____ |
| 6. Name: | _____ | Speech Title: | _____ |

Contestants Briefing

(Have the Toastmaster, Sergeant at Arms & Timers present during the briefing.)

- Draw for order of contestants.
- Be sure that you have a SIGNED Certificate of Eligibility and Originality for each contestant and a completed Biographical data form on each.
- Discuss the Originality rules with the contestants.
- Indicate to the contestants where the timing device is located. Introduce the timers to the contestants. Have the timers review the timing procedures with the contestants.
- Tell each contestant if they will have a microphone to use, and if yes, whether it is a wireless microphone. Let them practice with the microphone. Tell them where and when they will be “miked” by the Sergeant at Arms.
- Ask each contestant if they have props for their speeches. If yes, have them give these props to the Sergeant at Arms and have the Sergeant at Arms place these props on stage during the minute of silence between contestants.
- Tell the contestants where they should be when you introduce them. Have each contestant begin from the same position. This lets the Toastmaster know that the contestant is present and ready to begin.
- Tell the contestants how they will be introduced – by name, speech title, speech title and name.
- Give the contestants the order of the contests and verify their speaking order, how to pronounce their names and the titles of their speeches.

Drawing for speaking order - Humorous Speech & International Speech Contest

| | |
|---|--|
| Speaker #1: Title: | Speaker #2: Title: |
| Speaker #3: Title: | Speaker #4: Title: |
| Speaker #5: Title: | Speaker #6: Title: |
| Speaker #7: Title: | Speaker #8: Title: |
| Speaker #9: Title: | Speaker #10: Title: |

Drawing for speaking order in Table Topics Contest

| | |
|---------------------------------|----------------------------------|
| Table Topic Speaker #1: | Table Topics Speaker #2: |
| Table Topic Speaker #3: | Table Topics Speaker #4: |
| Table Topics Speaker #5: | Table Topics Speaker #6: |
| Table Topics Speaker #7: | Table Topics Speaker #8: |
| Table Topics Speaker #9: | Table Topics Speaker #10: |

INTERNATIONAL SPEECH CONTEST SCRIPT

Presiding Officer or Contest Chair (_____):

1. Calls the meeting to order.
2. Calls for pledge and invocation.
3. Welcomes all attendees to the contest.
4. Recognizes dignitaries in audience, with the exception of the Toastmaster.
5. Introduces Toastmaster.

Toastmaster (_____):

General Instructions to Toastmaster: Please read over this script and practice it in its entirety before beginning the contest. You should attend the briefing of contestants to get their speaking order and the pronunciation of their names. There is space provided within the text of this script to note that information. Please ensure the correct pronunciation of each contestant's names. Write the names as they sound, if necessary, in order to pronounce them correctly.

Opens with **brief** remark or story.

1. Please make the following announcements:

a. Anyone with a pager or cellular phone should place it on silent or switched off mode.

b. No flash photography of the contestants is allowed during the contest. You may take photographs of contestants at the close of the contest.

c. Once the contest has begun, the Sgt of Arms will secure the doors. Members of the audience are asked to refrain from leaving or entering the room during the contest. If you must leave the room, do so only during the minute of silence between contestants. After the contest, no one will be permitted to leave the room until all ballots have been collected.

2. State – The winner will represent their Club at the _____ Contest on _____ at _____.

3. Ask – Mister/Madam Chief Judge (_____) – Are all the contestants and officials in the room and have they been briefed? (Wait for a response) Are there any questions at this time?

4. State – There will be one minute of silence after each contestant and two minutes after the final contestant, to allow time for the Judges to mark their ballots.

5. Ask – Mister/Madam Time Keeper (_____) will you signal when one minute and at the end when two minutes have elapsed?

6. Ask – Sgt At Arms (_____) please prepare each successive contestant during the one minute of silence.

7. State – The order for the contest was determined earlier by having the contestants draw for position. The order for the contest will be:

READ ONLY THE NAME AND NUMBER OF THE CONTESTANTS.

1. Name _____ Speech Title _____

2. Name _____ Speech Title _____

3. Name _____ Speech Title _____

4. Name _____ Speech Title _____

5. Name _____ Speech Title _____

6. Name _____ Speech Title _____

7. Name _____ Speech Title _____

8. Name _____ Speech Title _____

9. Name _____ Speech Title _____

10. Name _____ Speech Title _____

8. State – Each contestant will be introduced only by their name, title of their speech and then I will repeat the title of their speech and their name once again.

9. State – We will now begin the International Speech Contest.

(State the speaker’s name, then the speech title. Repeat the speech title, then the speaker’s name.)

10. **Note:** During one minute of silence, have the Sgt at Arms prepare next contestant.

11 **Note:** After the final contestant, call for a signal after two minutes of silence.

12. **Ask** – The Judges to hold up their ballots for collection.

13. **Ask** – Are there any ballots not yet picked up?

14. **Ask** – The Judges to complete their ballots, sign them, and hold up their ballots for collection.

15. **Ask** – Contestants to join you in the order of appearance.

16. **Ask** – For applause as they approach.

17. Contestant Interviews: If multiple contests are being held together, conduct the contestant interviews AFTER all the contests are completed in case contestant is in more than one contest. Present certificates of participation, and ask each contestant a question. You may want to use the biographical data sheet to prepare questions related to each contestant. If time is short, you may simply want to ask the contestants to state their Toastmaster club and the length of time they have been in Toastmasters.

18. Return control to Contest Chair or Presiding Officer.

Presiding Officer or Contest Chair (_____):

1. Thank Judges and other contest officials.

2. Ask Area Governor or other Dignitary (_____) to present the winners with their certificates or trophies.

3. Announce winners, beginning with third place, then second place and finally the first place contestant.

4. Closing comments.

5. Adjourn the contest.

Contestant Support – International Speech Contest

| Role | Name | Clip on Mike | Stage Mike | Lectern | Others |
|---------------|-------------|---------------------|-------------------|----------------|---------------|
| Contestant #1 | | | | | |
| Contestant #2 | | | | | |
| Contestant #3 | | | | | |
| Contestant #4 | | | | | |
| Contestant #5 | | | | | |
| Contestant #6 | | | | | |
| Contestant #7 | | | | | |
| Contestant #8 | | | | | |
| Contestant #9 | | | | | |

Sergeant At Arms – Note/Comments/Remarks

Contestant Support – Table topics Speech Contest

| Role | Name | Clip on Mike | Stage Mike | Lectern | Others |
|---------------|-------------|---------------------|-------------------|----------------|---------------|
| Contestant #1 | | | | | |
| Contestant #2 | | | | | |
| Contestant #3 | | | | | |
| Contestant #4 | | | | | |
| Contestant #5 | | | | | |
| Contestant #6 | | | | | |
| Contestant #7 | | | | | |
| Contestant #8 | | | | | |
| Contestant #9 | | | | | |

Sergeant At Arms – Note/Comments/Remarks

Order of Speech – Contestants International Speech

1. Name: _____ Speech Title: _____

2. Name: _____ Speech Title: _____

3. Name: _____ Speech Title: _____

4. Name: _____ Speech Title: _____

5. Name: _____ Speech Title: _____

6. Name: _____ Speech Title: _____

7. Name: _____ Speech Title: _____

8. Name: _____ Speech Title: _____

9. Name: _____ Speech Title: _____

Chief Judge (Sgt At Arms) Comment / Notes / Remarks

Order of Speech – Contestants Table Topics Speech

1. Name:

2. Name:

3. Name:

4. Name:

5. Name:

6. Name:

7. Name:

8. Name:

9. Name:

Chief Judge (Sgt At Arms) Comment / Notes / Remarks

Duties of a Chief Judge

Before the Contest Date:

- **Read the Speech Contest Rulebook**
Ensure you understand the rules. Do not allow exceptions. If in doubt, ask the District Lieutenant Governor, Education and Training, for clarification.
- **Appoint your assistants for the contest**
A well-run contest at the Club or Area level needs at least five judges, two timers, two counters, and a tie-breaking judge. A well-run contest at the Division or District level needs at least seven judges, two timers, three counters, and a tie-breaking judge. Ideally, the Chief Judge does not vote (as implied by rule 6A and 6B in the 2002 Rulebook), but could if there were insufficient judges, typically at the Club level. Read the Rulebook for the criteria for selecting judges. Ensure all assistants are familiar with the contest procedures and operation of any equipment. Choose competent people you can trust. Include less experienced people and train them.

On the Day of the Contest:

- **Arrive early**
Help set up. Meet your contest officials to ensure their presence and their role.
- **Check the eligibility of all contestants**
Receive the speaker's certification of eligibility and originality forms from the Contest Chair and inspect them. Check the signatures. For the International Speech Contest only, ensure that all contestants previously presented at least six speeches from the Communication and Leadership Program manual.
- **Brief the timers**
Give the timers one set of timing lights and one set of coloured cards in case of failure of the lights. Set up the lights in full view of the contestants, preferably hidden from the judges and audience. Give the timers a stop watch and a Time Record Sheet. Review the timing instructions on the time record sheet. Highlight the specific timing instructions for the current contest for the benefit of the timers.
- **Brief the counters**
Give the counters the names of the judges and names of the contests to enter on the counter's tally sheet before the contest starts. Make sure they are ready to collect the ballots immediately after the contest. You may give them envelopes in which to place the collected ballots. Have a separate envelope in which to place the tie-breaking judge's ballot, which you will collect personally.
- **Brief the judges**
Give each judge a judge's guide and ballot for the current contest, complete with judging criteria on the reverse side. Give one tie-breaking judge's guide and ballot to a tie-breaking judge, whose identity is known only to you, with instructions to return the completed ballot after the contest personally to you. Name the contestants and their speaking order. Emphasize the importance of the qualities of good judges and their obligations as judges to pick a winner. Review the Judge's Guide and Ballot and Judging Criteria with the judges. Remind them to observe the Judge's Code of Ethics on the back of each guide and ballot.

During the Contest:

- **Summarize the rules**
Before the contest begins, the Contest Chair will invite you to summarize the contest rules and answer questions. Be brief.
 - Mention that you inspected the certificates of eligibility and all contestants are eligible.
 - Review the timing criteria.
 - Remind the audience to remain quiet during the minute between speeches while judges mark their ballots.
 - Instruct the audience to turn off pagers, cellular phones, and other noise makers.
 - Mention that protests are limited to contestants and judges and must be lodged with the Chief Judge or Contest Chairman before the results are announced.
 - Mention that the decisions of the judges are final.

Duties of a Chief Judge

- **Oversee the ballot counting**

Immediately after the contest is over, supervise the collection of ballots:

1. While the ballot counters collect ballots from judges, you collect the Time Record Sheets from the timers and collect the tie-breaking judge's ballot. Ensure ALL judges' ballots were collected.
2. Escort the ballot counters to a private room.
3. Inspect all ballots to ensure they are filled out correctly. Any incomplete or improperly filled out ballot is voided.
4. Give the ballots to the counters and have them fill out the Counter's Tally Sheet according to its instructions. Count the ballots twice to ensure accuracy. Refer to the tie-breaking judge's ballot ONLY if there is a tie.
5. Inspect the Time Record Sheet(s) for any disqualifications based on timing. Draw a line through the name of any time-disqualified contestant.
6. Transfer the names of the first-, second- and third-place winners to the corresponding spaces on the Contest Results Form. Note on the form whether there was a time disqualification. Have the counters sign the form, and pass the completed form to the Contest Chair.
7. Write the names of the winners on the corresponding certificate.
8. When the counting is complete, place all ballots, Counter's Tally Sheet and Time Record Sheet into one envelope for safekeeping until the results are announced by the chair. Present the Contest Results Form and the winners' certificates to the Contest Chair. Never reveal any part of the ballot results.

- **Confirm the announcement of winners**

Stand with the Contest Chair as the winners are announced. Ensure the correct ranking is given as each name is read. Correct the Contest Chair if a mistake is made and have him/her read the correction. Once all results are announced, they are FINAL.

- **Destroy the ballots**

There is no need for a motion to destroy the ballots. Simply do so.

Barrier to Objectivity

As a speech contest judge, don't award higher or lower marks because you think:

- The first or last speaker was the best. Treat each speaker the **same**.
- Let's help the underdog. Keep personal feelings and relationships out of the contest.
- Halo effect (giving higher marks in many categories because one was especially high). Give marks only for performance in each criteria on the Judges Guide and Ballot. (A great voice does not necessarily mean good speech development.)
- Reverse halo (giving lower marks in many categories because one was especially low). Give marks only for performance in each criteria on the Judges Guide and Ballot. (A poor voice does not necessarily mean poor speech development.)
- Second time around (you heard the speech before). Judge the speech like it's the first time you heard it.
- Give someone else a chance. Ignore past **successes** or **failures**.
- The speech, its development, or delivery style are not your Club, Area or Division norm. Rate the speech on its unique **merits**, not on how you "normally do things."
- Prejudices and personal preferences. Whether you agreed with the speaker's opinion or liked their style of delivery is irrelevant.

Duties of a Chief Judge

What Happens If There Is a Tie?

Judges Ballot

A Toastmasters speech contest cannot have a tie for any ranking. If a judge gave two contestants the same score, then the judge must rank one over the other before submitting his/her ballot. If a judge's ballot shows two contestants at the same rank, the ballot is voided.

Transcribe Judge's Rankings to the Counter Tally Sheet

From each judge, the first-place contestant receives 3 points, second-place 2 points, third-place 1 point, and all other contestants receive zero points. The counters transcribe each judge's result to the Counters' Tally Sheet, entering points in the appropriate square under each contestant's name. The Chief Judge examines the Tie-breaking Judge's Ballot, but counts it only in the event of a tie in the top three places.

After the results from the contest judges' ballots are entered, the totals of the contestants are summed. The contestant with the highest score is placed first, the next highest score is placed second, and the next highest score is placed third.

Break The Tie

If there is a tie in the top three rankings, break the tie using the Tie-breaking Judge's Ballot. Of the contestants tied on the Counter's Tally Sheet, the one ranked highest on the Tie-breaking Judge's Ballot takes the contested place. The other contestant takes the next lower place. Once the first three positions are filled, the remaining contestants are dropped from among the top three winners.

Example

Suppose the Tie-breaking Judge's Ballot shows the following ranking:

- 1st Judy
- 2nd Fred
- 3rd Susan
- 4th Greg
- 5th Carol

Scenario 1:

The Counter's Tally Sheet shows the following ranking:

- 1st Carol/Susan
- 2nd Fred
- 3rd Judy

Final result:

- 1st Susan
- 2nd Carol
- 3rd Fred
- 4th Judy does not place

Scenario 2:

The Counter's Tally Sheet shows the following ranking:

- 1st Carol
- 2nd Greg/ Fred
- 3rd Susan

Final result:

- 1st Carol
- 2nd Fred
- 3rd Greg
- 4th Susan does not place

DISTRICT 82 CONTEST INFORMATION FORM

This form is to be completed by the Chief Judge/ Contest Chair of each contest in the District at every level - Club, Area, Division & District

Distribution: Clubs must send completed form to their Area Governors within 48 hours of the Club Contest

Area Governors - compile information from Clubs, add information of Area Contests and send to your Division Governor within 48 hours of Area Contest

Division Governors - compile information from Areas, add information of Division Contests and send to LG&T & District Secretary within 48 hours of the Division Contest

| PARTICULARS | CLUB DATA |
|--|-----------|
| NAME OF CLUB | |
| CLUB NUMBER | |
| AREA/ DIVISION | |
| CONTEST (HUMOROUS/ EVALUATION/ INTERNATIONAL/ TABLE TOPICS) | |
| DATE OF CONTEST | |
| CONTEST WINNERS: | |
| <i>FIRST PLACE</i> | |
| <i>SECOND PLACE</i> | |
| <i>THIRD PLACE</i> | |
| | |
| CONTEST CHAIR | |
| CONTEST MASTER | |
| CHIEF JUDGE | |
| JUDGES (LIST ALL JUDGES INCLUDING TIE BREAKER JUDGE) | |
| <i>JUDGE 1</i> | |
| <i>JUDGE 2</i> | |
| <i>JUDGE 3</i> | |
| <i>JUDGE 4</i> | |
| <i>JUDGE 5</i> | |
| <i>JUDGE 6</i> | |
| <i>JUDGE 7</i> | |
| <i>JUDGE 8</i> | |
| <i>JUDGE 9</i> | |
| <i>JUDGE 10</i> | |
| <i>JUDGE 11</i> | |
| <i>JUDGE 12</i> | |
| <i>JUDGE 13</i> | |
| <i>JUDGE 14</i> | |
| <i>JUDGE 15</i> | |
| <i>JUDGE 16</i> | |
| <i>JUDGE 17</i> | |
| <i>JUDGE 18</i> | |
| <i>JUDGE 19</i> | |
| <i>JUDGE 20</i> | |
| | |
| <i>TALLY COUNTER 1</i> | |
| <i>TALLY COUNTER 2</i> | |
| <i>TALLY COUNTER 3</i> | |
| <i>TIMER 1</i> | |
| <i>TIMER 2</i> | |
| <i>TIMER 3</i> | |