

**Version 1.0**

**SPEECOM TMC (Club # 4751-51) \*\*\* ORGANIZING GUIDE \*\*\***

**INTERNATIONAL SPEECH CONTEST (ISC) & TABLE TOPICS CONTEST (TTC)**

NO	DESCRIPTION	ACTION
<b>1</b>	<b><u>PROPS</u></b>	
1a	<p>Arrange for</p> <p>(a) prizes for the champion, 1st runner-up and 2nd runner-up for each contest</p> <p>(b ) certificates for all roleplayers</p> <p>(c) forms for judges, tie-breaker judges, timekeepers, ballot counters, eligibility forms and biodata forms for contestants (note: there may be different forms for the 2 contests)</p> <p>(d) a marker pen (can ask from Sri Damansara Club)</p>	
<b>2</b>	<b>ROLE PLAYERS (Same persons for both contests)</b>	
2a	<p>To get roleplayers:</p> <p>(a) a chief judge, (“CJ”), preferably the Area Governor or an experienced Toastmaster who’s from any clubs within the Area, who will get source for all judges, inclusive of tiebreaker judge</p> <p>(b) 2 timekeepers</p> <p>(c ) 2 ballot counters (prefereably different from timekeeper, but can be combined if there’s shortage of roleplayers)</p> <p>(d ) Sargeant-at-arms (“SAA”)</p> <p>(e) Assistant to SAA (“ASA”)</p> <p>(f) Contest chair for International Speech Contest (“CC1”)</p> <p>(g) Contest chair for Table Topics Contest (“CC2”)</p> <p>(h) Organising chair (“OCA”)</p>	
2b	<p>OCA to inform CC1, CC2, SAA, ASA, of names of the chief judge. Chief judge will be exempted from RM 15 meeting fee. Chief judge’s identity can be divulged to all contestants, as well. For other judges, OCA will pay to chief judge their meeting fees of RM 15 each, since the identities of the other judges are confidential and known only to the chief judge. The judges can then pay RM 15 each for meeting fee, just like any other guests.</p>	
<b>3</b>	<b>BEFORE DAY OF CONTEST</b>	
3a	<p>Confirm list of contestants and inform CC1, CC2 (note: for table topics contestants, may get a few more on the day of contest itself, as all paid-up members are eligible to take</p>	

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	part. At the same time, good also to get non-contestants to participate as role players).	
3b	Be familiar with contest objectives and timing for each contestant. Except for some forms which are controlled items, all other materials on contests are sent by TI to Club President.	CC1, CC2
3c	Prepare programme sheet for the day	Either CC1 or CC2
3d	Consider set-up of room (timing lights or timing cards should only be visible to the one contestant who is speaking, and no one else). Contact person at Sri Damansara Club & phone #: ??? (for room set-up & queries)	SAA
3e	Arrange time for everyone (contestants) to be present for briefing by CC1, CC2, drawing of lots, and for roleplayers to be briefed by Chief judge	
<b>4</b>	<b>ON THE DAY OF THE CONTEST – AT THE START</b>	
4a	SAA and Assistant to check on	SAA, ASA
	(a) room arrangement	
	(b) write 'Speecom Toastmasters Club – International Speech Contest and Table Topics Contest' on board	
	(c) paste notice at the entrance containing these 2 notices (paste on both sides of the door): (c1) 'Contest in Progress. Please do not enter room when door is closed. Door is opened every 10 minutes.' at the various doors/ entrances to the room. (c2) Please switch off all handphones/ pagers.	
	(d) check on the mike, food, drinks, banner, gavel	
	(e) set up a table for prizes, certs at head table. For contest, CC1 and CC2 should not be seated at the head table, but at the front of U-shaped structure.	
	(f) ensure food is adequate	
	(g) put timing lights, timing cards, 2 stopwatches at a proper place for the 2 timekeepers. Check that timing light is working.	
	(h) draw lots for speaking sequence. At the start, write down the proper list of speaking sequence for ISC on the white board. During the half-time break, erase the ISC names and write down the proper list of speaking sequence for TTC on the white board. Also, to inform CC1 & CC2 of speaking sequence – they will inform the CJ, who will inform the other judges/ roleplayers.	
	(i) collect entrance fees of RM15 for everyone, except for CJ, who is exempted.	
4b	Bring certs to be given to all roleplayers & contestants, and arrange for certs to be signed off, and put at the front table	

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	– properly arranged with the first cert to be given away placed at the top.	
4c	Bring prizes and put at the front table, with proper sequence of prizes to be given to the champion, 1st runner-up and 2nd runner-up – to label, if necessary.	
4d	SAA to guard access to the room. Door to be closed during contest, and opened for 1-minute after each speech, and then closed again for the next speech.	SAA
<b>5</b>	<b>BRIEFING OF CONTESTANTS BY CC1, CC2</b>	CC1, CC2
5a	No hand-held mike to be used by contestants	
5b	Timing of contest, and usage of timing lights, or timing cards, in case lights not working.	
5c	Inform contestants where is CC seated, and where would contestant be speaking, so that contestant know how to pass control back to CC, after finished speaking.	
5d	CC1 and CC2 will receive biodata forms and eligibility forms from ??? (who), get contestants to complete forms and pass completed forms to chief judge. CC1 will also note on a separate piece of paper, the list of contestants (based upon speaking sequence) and the speech titles, for easy reference.	
5e1	For ISC, CC1 will call on contestant in the following manner: Name of contestant, speech title, speech title, name of contestant. (Note: no mention of ATMB, CL, Doctor, Datuk, etc).	
5e2	For TTC, CC2 will call on contestant in the following manner: Name of contestant, table topics question, table topics question.  Note for consideration: It may not be a bad idea, for the question to be prepared by the Area Governor or an experienced toastmaster, and handed over to the CC2 on the day of the contest. CC2 to be familiarized with the question, to avoid errors in pronunciation. Each contestant will be called one-by-one by the ASA into the contest room.	
5f	1-minute silence after each speech, inclusive of last speech.	
5g1	After the 1-minute silence for the last speech for ISC, CC1 to ask SAA to accompany all judges, timekeepers & ballot counters to a separate room (or area) for tabulation. Also, ask for a 10-minute break. After tallying of results, chief judge will write down names of winners on a separate piece of paper (champion, 1st runner-up and 2nd runner-up and whether any contestants are disqualified due to time),	

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	and sign paper & pass it to CC1.	
5g2	After the 1-minute silence for the last speech for TTC, CC2 to ask SAA to accompany all judges, timekeepers & ballot counters to a separate room for tabulation. Also, welcome back the President. After tallying of results, chief judge will write down names of winners on a separate piece of paper (champion, 1st runner-up and 2nd runner-up and whether any contestants are disqualified) and sign paper & pass it to CC2. Note: For the time gap between the finalisation of tabulation & announcement of results, the President may want to ask for guests' comments, to fill up the time.	
6	SEQUENCE OF CLUB CONTESTS	
6a	SAA to welcome OCA.	
6a1	OCA to mention that this is a contest and call upon the CC1.	
6b	(since this is a contest, at the start of the contest, President would not be calling upon guests to give comments, and would not ask for a toast to Toastmasters International. This would be done at the end of the contest, if time permits).	
6c	CC1's session	
	Explain objectives of contest	
	Explain timing of each speech	
	Explain no phones, no camera during contest	
	Explain 1-minute silence after each speech, for judges to tabulate results. No movement in or out of room, except during the 1-minute interval, when the door to the room is opened.	
	After 1-minute silence for last contestant, ask SAA to accompany judges, timekeepers, ballot counters to a separate room, for tabulation of votes. Ask for a 10-minute break.	
6d	After the 10-minute break, SAA to welcome back OCA. OCA to call upon CC2.	
6e	CC2's session	
	Explain objectives of contest	
	Explain timing of each speech	

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	Explain no phones, no camera during contest	
	Explain 1-minute silence after each speech, for judges to tabulate results. No movement in or out of room, except during the 1-minute interval, when the door to the room is opened.	
	At the beginning, ask ASA to invite all contestants to leave the room (except for contestant # 1).	
	After 1-minute silence for last contestant, ask SAA to accompany judges, timekeepers, ballot counters to a separate room, for tabulation of votes. Hand over control to the OCA .	
6f	OCA	
	Invite Club President to the floor	
6g	Club President	
	Propose a toast to Toastmasters International, and request for guests' comments	
	Invite OCA to the floor	
6h	OCA	
	Give away certs to all contestants – follow the sequence of speaking, first ISC, then TTC.	
	Give away certs to chief judge, (Chief judge will also collect certs for other judges since their identity are confidential), timekeepers, ballot counters, SAA, ASA, CC1, CC2	
	Invite CC2 then CC1 to give away prizes to the champions.	
6i	CC2 to give away prizes to the 2nd runner-up, then 1 <sup>st</sup> runner-up, then the champion of TTC.	
6j	CC1 to give away prizes to the 2nd runner-up, then 1st runner-up, then the champion of ISC. Then welcome back President.	
7	President's to give away certificate to OCA, then provides closing address.	