

CONTEST MANAGEMENT HANDBOOK

**GUIDELINES & PROCESSES FOR CONTESTS FOR THE
TOASTMASTER YEAR - 2024-2025**

DISTRICT 105, REGION 08
TOASTMASTERS
INTERNATIONAL



FOREWORD

Dear Toastmasters,

The speech contest season is fast approaching, some may have already begun with their mock speech contests at the club, while others may be eagerly waiting for the speech contests to begin at their clubs.

We had the speech contest management education session and the judges' training education session so that we could understand the rules and regulations of conducting a flawless speech contest.

This document is a valuable resource that will help the speech contest officials to identify the roles and responsibilities of speech contest management, delegation, and execution of the program.

Although this document is a ready reckoner and works as a guide, please follow the Toastmasters International Speech Contest Rule book 2024 – 2025 (Item code 1171).

In case of any clarification, kindly contact me or the Program Quality Team members.

Wishing you all a wonderful Speech contest season 2024 - 2025

Cyprian Misquith, DTM

Program Quality Director (2024-25)

District 105, Region 08, Toastmasters International



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1 Introduction

District 105 for the Toastmaster year 2024- 2025 has decided that the Area, Division, and District level Speech Contests shall be conducted in person only.

Further, the District team, at the beginning of this Toastmaster year, decided to release a set of two documents. The purpose of these documents is to assist contestants, role players, judges, and contest organizers to conduct the contests seamlessly, and bring about uniformity to the conduct of contests, interpretation of speech contest rules, and contest practices across the district. The PQD team places on record their sincere gratitude to all the members who have contributed to this document.

The two documents that apply to the contests namely, International Speech Contest, Humorous Speech Contest, Speech Evaluation Contest, and Table Topics Contest are:

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1. The Contest Management Handbook
2. Contest checklists & scripts

The above-cited documents adhere completely to the Speech Contest Rules Book for the Toastmaster Year 2024-2025 (Item 1171).

It is to be noted that in case of any dispute between the two documents cited above and the speech contest rules book for the Toastmasters year 2024-2025, the Speech Contest Rules Book shall prevail.

The weblinks for contest-related (Toastmasters International) reference material are provided as weblinks in a separate chapter in this document. Members are encouraged to download documents and read them.



1.1 District Policies on Contests

The Annual English and Non-English Speech contests shall be conducted as per the Speech Contest Rule Book for the Toastmaster year 2024-2025 (Item 1171) and the guidelines as detailed below: -

- 1.1.A. This document applies to the Area, Division, and District level contests for the International Speech Contest, Humorous Contest, Speech Evaluation Contest, and Table Topics contest (hereinafter referred to as “Contests”).
- 1.1.B. The Contests as cited in 1.1. A. above must be conducted in person only. The contestants, chief judge, voting judges, tiebreaker judge, contest chair, contest role players, and contest organizers must be physically present at the venue on the day the contest being conducted.
- 1.1.C. A club may decide to either conduct the contest or nominate members to the Area contest. If the club decides to conduct the contest, the club should conduct the contest either in person or should conduct an Online Contest only.
- 1.1.D. The eligibility to participate in Area, Division & District level contests shall be as per the official communication sent out by the Program Quality Director.
- 1.1.E. The Chief Judge, tie-breaking Judge, or voting judges for any level of the contest should not be selected from the same club the contestant belongs to.
- 1.1.F. The Chief Judge must complete the “**Results Form** (item 1168)” and hand it over to the contest chair, thereby informing the names of the contest winners to the Contest Chair. The Chief Judge must also inform whether there has been any disqualification due to timing and any protests that have been lodged.
- 1.1.G. The Chief Judge must complete the “**Notification of Winners Form**” (item 1182) and send it to the next level District officer as applicable to the level of the contest.

1.2 Important Updates.

The weblink to the district document which details the latest amendments to the Speech Rules book for the Toastmasters year 2024-2025 is available in the “**Contest Resources**” chapter of this document. Please read the document to get familiar with the latest updates on the rules and regulations. Also please read this document in conjunction with Toastmasters International’s speech contest rules book for the Toastmasters year 2024-2025.

1.3 Contest Helpline

Any queries related to the conduct of the contests may please be sent to speechcontests@toastmasters.org



2 Contest Rules & Guidelines

In this chapter, the rules and guidelines applicable to all the contests are highlighted for immediate reference.

2.1 Eligibility of Contestants

The contest chair shall ensure that all the contestants are eligible to contest as per the criteria defined in the Speech Contest Rulebook for the Toastmaster year 2024-2025.

2.2 Eligibility of the Judges

The selection of the Chief Judge, voting, and tiebreaker judges for all the contests shall be based on the eligibility criteria mentioned in the Speech contest rules book for the Toastmaster year 2024-2025.

Important Rule to be strictly adhered to:

- The chief judge is responsible for selecting the voting and tie-breaking judges.
- At the area, division, or district level contests, the chief judge, voting judge, or tiebreaking judge must not be a member of the same club in which a contestant is a member.
- Voting and Tie-breaking judges at all levels must remain anonymous when practical.

2.3 Number of Judges

At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.

At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.

At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed.

2.4 Eligibility of contestants.

- a. For a contestant to be eligible to compete in the club, area, division, or district level contests, they should: -
 - Be a paid member of a club in the Area, Division, and District in which they are competing.



- The club must also be in good standing.
 - A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
- b. In addition, to be eligible to compete in the International Speech Contest, a contestant must:
- Have earned certificates of completion in Levels 1 and 2 of any paths in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award.
 - If a club chartered less than one (1) year before the club contest, charter members are permitted to compete without having completed this requirement. The club must have officially chartered eight (8) weeks before the Area contest.

2.5 Disqualification of contestants based on Eligibility.

- 2.5.a. The contestant shall maintain eligibility at all levels of the contest(s).
- If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if ineligibility is discovered at a later level and has been corrected.
- 2.5.b. Contest officials, Chief Judge and Judges, and role players must strictly adhere to the guidelines detailed in the Speech Contest Rules book for the Toastmaster year 2024-2025 concerning the ineligibility of members to compete in any contest(s).

2.6 General Rules and Guidelines.

- 2.6.a. Contest officials must not serve in more than one (1) role for the same contest at the Area (when practical), Division, District, quarterfinal, semifinal, and final levels.
- 2.6.b. Protests are limited to eligibility, originality, **and reference to another contestant** or another contestant's speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned. All decisions of the voting judges and qualifying judges are final.



2.6.c. The speech timings for each of the contests are mentioned below in a tabulated format for immediate reference.

Contest Name	Timing Signals			Time Disqualification	
International Speech Contest	5 Min	6 Min	7 Min	Less Than 4 Min 30 Sec	More Than 7 Min 31 Sec.
Humorous Speech Contest	5 Min	6 Min	7 Min	Less Than 4 Min 30 Sec	More Than 7 Min 31 Sec.
Speech Evaluation Contest	2 Min	2 Min 30 Sec	3 Min	Less Than 1 Min 30 Sec	More Than 3 Min 31 Sec.
Table Topics Contest	1 Min	1 Min 30 Sec	2 Min	Less Than 1 Min	More Than 2 Min 31 Sec.

2.7 Before the contest

- 2.7.a. The point of contact for contestants and role-players should be determined and the communication channel should be established with the Point of Contact. The point of contact for the Judges is the Chief Judge.
- 2.7.b. The role players and contestants should provide valid communication details necessary, such as Telephone numbers, WhatsApp contact details, and email addresses to the contest organizing team in advance.
- 2.7.c. The Event Chair /Co-Ordinator /Host will have the overall responsibility to ensure that the contest is conducted smoothly and efficiently.
- 2.7.d. The contest chair must conduct the contestant's briefing in advance to ensure that the contestants are fully aware of the rules and regulations of the contest.
- 2.7.e. The speaking order should be determined by the contest chair in the presence of all contestants and the process should be visible.
- 2.7.f. The voting judges will hand over the ballot papers in a sealed envelope to the tally counters. The tie-breaking judge will hand over the ballot paper only to the Chief Judge. The Chief Judge will inform the contest chair to continue the contest. The contest chair is advised to wait till the confirmation to commence is received from the Chief Judge.
- 2.7.g. It is highly recommended that contestants, the contest chair, the chief judge, Judges, role players, and other officials connected with the contest reach the venue very well in advance to supervise venue arrangements to ensure that the contest begins at the scheduled time.



- 2.7.h. It is recommended that the contest chair prepares a contest-readiness checklist, to ensure that all the arrangements are completed as planned and all contestants, judges, and role players are present at the venue.
- 2.7.i. The contest chair and Chief Judges shall ensure that all contest-related documents are duly filled and submitted by the contestants, and Judges before the commencement of the Contest.
- 2.7.j. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.

2.8 During the contest

- 2.8.a. The contestants are requested to please abide by the instructions given by the contest chair, judges, and role players to ensure the smooth conduct of the contest.
- 2.8.b. The Chief Sergeant at Arms shall commence the contest and shall detail the general guidelines, usage of electronic devices, and venue-related guidelines.
- 2.8.c. There will be one contest chair for each of the contests. The respective contest chairs shall conduct the contest as per the TMI speech contest rule book for the Toastmaster year 2024-2025.
- 2.8.d. There shall be two Timers, viz Timer 1 and Timer 2.
 - Timer 1 uses a stopwatch or an appropriate electronic device to time each speaker and will be the official timekeeper of the contest. Timer 1 will record the speech timings on the Speech Contest Time Record Sheet (item 1175) and deliver the sheet in a sealed envelope to the Chief Judge only.
 - Timer 2 uses a stopwatch or an appropriate electronic device to time each speech to operate the signaling device. Timer 2 does not submit a time record sheet to the Chief Judge.
- 2.8.e. In the event of the failure of the signaling device, the contestant receives 30 seconds of extra overtime before being disqualified.
- 2.8.f. The timing signaling device shall be placed in a manner that the contestants have an unobstructed view of the timing signal from any place within the speaking area.
- 2.8.g. Upon being introduced, the contestant must proceed immediately to the speaking position.
 - a. To ensure that each contestant's audio equipment is functional, each contestant must say, **"Thank you, Contest Chair,"** after being introduced.
 - i. If the audio equipment is functional, the contest chair will respond, **"You're welcome." Timing will begin with the contestant's next definite verbal or nonverbal communication with the audience.**



- 2.8.h. Contestants who plan to use props (including but not limited to any sort of electronic devices, music, PowerPoint slides,) must notify the contest chair before the contest.
- 2.8.i. Contestants must abide by any venue restrictions on the use of props.
- 2.8.j. All props must be set up during the minute of silence before the contestant's speech and removed from the stage in the minute of silence following the speech.
- 2.8.k. Contestants may enlist someone to help them with props, but it is not the responsibility of the contest chair or any other contest official to do so.
- 2.8.l. Contestants must demonstrate to the contest chair before the contest that the props can be set up and removed in the allotted time. If a contestant is unable to demonstrate this, the props cannot be used during the contest.
- 2.8.m. Contestants, Judges, contest chairs, SAA team, and role players are advised **NOT to keep their mobile phones silent** and to immediately respond to any urgent requests during the contest. However, they are also requested to take care that there would be no interruptions whilst the contest is in progress.

2.9 After the Contest

- 2.9.a. The contest chair distributes the participation certificates to the contestants, adjourns the contest, and hands the session over to the next toastmaster as mentioned in the agenda. When again called, the contest chair would then announce the winners.

2.10 Chief Judge and Judges Guidelines

- 2.10.a. The chief judge shall be responsible for identifying the voting and tie-breaking judges, timers, and tally counters for the contest. The chief judge shall be the point of contact for the Judges, timers, and tally counters.
- 2.10.b. The Chief Judge must ensure complete control over the integrity and reliability of the timing protocol.
- 2.10.c. It is highly recommended that the Chief Judge create an instant messaging group, e.g. WhatsApp group for faster communication with judges, contestants, contest chair, & role players.
- 2.10.d. The chief judge and the Judges must be thoroughly familiar with and shall completely adhere to the Speech contest rules book for the Toastmaster year 2024-2025 whilst judging the contestants and reporting the contest results.
- 2.10.e. The chief judge shall provide the contest-specific voting ballots to the judges.
- 2.10.f. The Chief Judge shall provide the contest-specific Counter's Tally Sheet (item 1176) to the Tally Counters and the Speech Contest Time Record Sheet (item 1175) to the timers.



- 2.10.g. The chief judge during the judges' briefing shall inform about the process to be followed in the event a received protest as mentioned below: -
- The Judges shall assemble in a room along with the chief judge and listen to the protest as stated by the Chief Judge/voting judge.
 - The Contestant concerned will be requested to join the room and will be informed about the protest. The contestant's response is listened to by the Judges.
 - The chief judge and the judges will discuss with the contestant and on completion of the discussions, will request the contestant to return to the main contest venue.
 - The Judges will vote on the protest and return to the main contest venue
- 2.10.h. The Chief Judge shall conduct the briefings for the judges, tally counters, and timer role players.
- 2.10.i. During the Judge's briefing, the chief judge in addition to mentioning the contest judgment information, shall hand over the speaking order of the contestants to the judges for their reference and noting.
- 2.10.j. During the timer's briefing, the Chief judge shall determine who is the official timer for the contest and the timer who will be operating the signaling device.
- 2.10.k. The chief judge, during the tally counter's briefing, will inform the tally counters on how to collect the ballot papers from the voting judges and the process of counting the ballot papers and marking them on the counter's tally sheet.
- 2.10.l. The chief judge must select a judge to officiate as a tiebreaking judge for a specific contest and instruct the tiebreaking judge on the process of submitting the ballot.
- 2.10.m. The Judge's certification of Eligibility and Code of Ethics Form (item 1170) should be completed by the judges and submitted to the chief judge before the commencement of the contest.
- 2.10.n. After the contest is completed, the judges shall hand over the ballot paper to the tally counters in a sealed envelope. The judges must sign and write their names on the ballot paper. If the signature and name are not filled in, the chief judge should treat that ballot as invalid.
- 2.10.o. The recommended process for the voting and the tiebreaking judges to communicate the results is as detailed below: -
- The voting and tie-breaking judges record the results at the designated place in the ballot paper.
 - The voting judges' hand over the signed and named ballot paper to the tally counters. The tie-breaking judge will hand over the ballot paper only to the Chief Judge.



2.11 Timers Guidelines

The timer's role is a very critical and responsible one.

- 2.11.a. Two Timers (Timer 1 and Timer 2) shall be briefed by the Chief Judge in advance and ensure that they are aware of the course of action to be adopted whilst the contest is in progress.
- 2.11.b. The timer role players shall attend all the briefing sessions and demonstrate the display of timing signals to assist the contestant in getting familiarized with the signaling process.
- 2.11.c. Timer 1 shall use a stopwatch or any other appropriate electronic device to time each speaker and is the official timekeeper of the contest. Timer 1 shall record the contestants' Speech timings in the Speech Contest Time Record Sheet (item 1175) and hand over the time record sheet to the Chief Judge. Timer 1 should NOT operate the timing signaling device.
- 2.11.d. Timer 2 will use a stopwatch, or any other appropriate electronic device to monitor the contestants' speech timing and display the timing signals, Green Amber and Red as per the contest-specific time rules and regulations detailed in the speech contest rules book for the Toastmaster year 2024-2025.
- 2.11.e. As a contingency measure, both the timers have physical color cards and use them in case the signaling device is not functioning.
- 2.11.f. The implementation of the rule to provide 30 seconds additional time to the contestant in case of any technical failure of the timing device shall be as per the decision of the chief judge.
- 2.11.g. During the Speech evaluation contest, when the contest chair informs, Timer 1 will move the contestant's room, to indicate the start and end time of the allotted 5 minutes for the contestants to prepare notes.

2.12 Tally counters Guidelines

- 2.12.a. The tally counters shall collect the ballots that are in a sealed envelope from the voting judges and proceed to the adjacent room as instructed by the Chief Judge.
- 2.12.b. The chief judge will provide both the tally counters with the Counter's Tally Sheet.
- 2.12.c. The tally counters will write the names of the voting judges and the contestants in the specific columns and rows mentioned in the counter's tally sheet.
- 2.12.d. The tally counters in front of the chief judge open the ballot paper received from the voting judges and begin entering the details in the tally counter sheet.
- 2.12.e. The tally counter will write 3 points for the first-place contestant, 2 points for the second-place contestant, and 1 point for the third-place contestant.
- 2.12.f. Once all the voting judges' ballots are written in the counters' tally sheet, the tally counters and the chief judge will double-check the entered information to ensure accuracy and that there are no errors in the entries.
- 2.12.g. The tally counters will total all the points received by each contestant.



- 2.12.h. In the event of a tie between two or more contestants for a place, the chief judge will refer to the tie-breaking judges' ballot and the contestants who are rated higher than the other contestants shall be placed higher than the other contestants. (E.g. if there is a tie for the third place between two contestant's "A" and "B", the chief judge will refer to the tie-breaking judge's ballot and assume if the tie-breaker judge has rated contestant "B" higher than contestant "A", then the chief judge will adjudge contestant "B" as the third place winner).
- 2.12.i. The top three contestants who have received the highest points shall be declared as First, Second, and Third-place winners respectively. The Chief Judge will write the contest results in the Results Form (item 1168) and the Notification of the winner's form (item 1182).
- 2.12.j. The chief judge shall enter the names of all the contestants in the Notification of the winner's form based on the contestant's ranking.
- 2.12.k. The chief judge after verifying the details and ensuring accuracy, shall hand over the results form to the contest chair.
- 2.12.l. The chief judge shall hand over the notification of winners form to the next level district official.

2.13 The Sergeant At Arms (SAA) team guidelines

- 2.13.a. The SAA team has an important role to play during the contests.
- 2.13.b. SAA shall guide the contestants to the adjacent room and remain in the room, along with the **Table Topics and Evaluation contestants**. They will be responsible for monitoring and regulating the movement of the contestants to the main contest venue as per the contest guidelines.
- 2.13.c. There should be enough SAA role players to assist and monitor contestants.
- 2.13.d. The SAA team should ensure that the contestants are guided to the main contest room as and when their name is called out by the contest chair. To effectively monitor the contestants, the SAA team members shall: -
 - a. request the contestants be seated in the adjacent room while waiting for their turn to proceed to the main contest venue.
 - b. The SAA team should ensure that the contestants under no circumstances leave the adjacent room till such time that their turn comes to move towards the main contest room.
 - c. The SAA team should ensure that the contestants are not conversing with each other during the time they are in the adjacent room.
 - d. If any contestant chooses to move out of the adjacent room for any reason, SAA will inform the Chief Judge. The Chief Judge will advise on the future course of action to be taken.
- 2.13.e. An SAA team member may be made responsible for regulating the movement of audience members in and out of the main contest room.
- 2.13.f. SAA must inform the Contest chair about the return of Contestants to the main meeting room/ adjacent room.



2.14 Protests & Disqualifications

Protests can be lodged by contestants and voting judges only. Protests are limited to eligibility, originality, **and reference to another contestant** or another contestant's speech. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned. **Please refer to the Explanation of Changes document for modifications of rules for protests.**

The chief judge, contest chair, voting judges, and contestants must not consider protests from audience members.

2.15 After the contest

- 5.2.A. When called upon, the contest chair will announce the results of the contests. First, the contest chair shall announce the number of disqualifications if any, and not the names of the contestant(s). Whilst announcing the results, the contest chair shall first announce the name of the second runner-up, then the first runner-up, and finally the winner. This will be the sequence that will be followed by the contest chair.
- 2.15.a. It must be ensured that all contest officials delete documents that include information about scoring, contest results, or judging notes.
- 2.15.b. Awards and felicitations must be delivered at the end of the contests.
- 2.15.c. Hand over to the next toastmaster as specified in the agenda.



3 Speech Evaluation Contest Process Guidelines

3.1 Before the Contest

- 3.1.a. Once the contest dates are finalized, the contest organizing teams should be formed in line with the rules and regulations detailed in the speech contest rules book for the Toastmaster year 2024-2025.
- 3.1.b. The chief judge, the Master of Ceremony, Contest Chairs, and Role Players should be identified, and confirmations obtained.
- 3.1.c. The Chief Judge shall identify the required number of judges as detailed in the speech contest rules book for the toastmaster year 2024-2025, contact them, and obtain confirmations.
- 3.1.d. The contest chair shall prepare a list of contestants based on the information mentioned in the notification of winners submitted by the chief judge of the previous contest.
- 3.1.e. The contest chair shall share the relevant documents of the Speech Evaluation Contest with the Chief Judge, contestants & role players.
- 3.1.f. The chief judge shall send the Judge's Certification of eligibility and code of ethics form (Form No 1170) and the Speech Evaluation Contest Judges Ballot papers (Form No 1179 & 1179A) to the judges.
- 3.1.g. The Chief Judge conducts briefing sessions for the judges, timers, and tally counters before the contest begins.
- 3.1.h. The contest chair schedules and conduct briefing sessions to: -
 - a. Ensure contestants are familiar with the rules and regulations to be followed during contests including specific regulations of the Speech evaluation contests.
 - b. Inform the contestants about the designated speaking area.
 - c. Conduct the draw of lots to determine the speaking order.
 - d. Ensure all role players are present during the briefings.
- 3.1.i. The contest chair will hand over the copies of the speaking order to the Chief Judge and role players.
- 3.1.j. The timer should inform the contestants about the display of the timing signals Green, Amber, and Red, to ensure that they are aware of the working of the time signaling device.
- 3.1.k. The contest chair will identify the test speaker based on the rules and regulations, and eligibility criteria detailed in the Speech Contest Rules book for the toastmaster year 2024-2025 and obtain confirmation on the speaker's availability and willingness to deliver the speech.
 - a. The test speaker should not be a member of the same club to which a contestant belongs.
 - b. The Test speaker who will deliver the speech at the Area, Division, and District level contests should not be a candidate for elected district leader positions for the term beginning from 1st July.
 - c. The timer 2 should monitor the time and operate the timing signal during the test speaker's speech.
- 3.1.l. The contest chair shall prepare the participation certificates.



- 3.1.m. The contest chair will be aware of the established communication channels with the chief judge, and role-player teams, to ensure the smooth functioning of the contest.
- 3.1.n. The PR activities should commence ahead of the contest to inform members and invite them to witness the contest.
- 3.1.o. The contest agenda should be prepared and circulated well in advance so that the members and guests can plan to attend the sessions.

3.2 During the Contest

- 3.2.a. The contestants, role players, and chief judges should be present well in advance before the start of the contest.
- 3.2.b. The Chief Sergeant At Arms shall commence the session, and as part of the address, explain the general ground rules and venue-specific guidelines to be followed during the contest and hand over the session to the next toastmaster as mentioned in the agenda.
- 3.2.c. The contest chair, the chief judge, the contestants, role players, and the contest organizing members together shall ensure that the contest is conducted in line with the speech contest rules book for the Toastmaster year 2024-2025.
- 3.2.d. The contest chair will commence the contest. The contest chair for the benefit of the audience and contestants will briefly explain the contest rules, guidelines, and any other aspect specific to the contest.
- 3.2.e. While the contest is in progress the role players will implement the directives either from the Chief Judge or the Contest Chair only.
- 3.2.f. The contest chair will invite the test speaker to deliver the speech.
- 3.2.g. After the test speaker completes the speech, the contestants, the sergeant at arms team members, and timers are requested to join the adjacent room. The SAA team members present in the room will monitor the contestants.
- 3.2.h. When all contestants have joined the adjacent room, timer 1 will inform the contestants to commence writing their notes on the Evaluation Contestant Notes (item 1177) sheet only and begin to time the contestants. The contestants are provided with 5 minutes to complete writing the notes. At the end of 5 minutes, Timer 1 announce that the time has elapsed. The SAA team members shall collect the written documents from the contestants and give the notes sheet back to the contestants when it's their turn to move to the main contest room to deliver their speech.
- 3.2.i. The contest chair will inform the SAA team to facilitate the movement of the contestants to the main contest room to deliver their evaluations as per the speaking order.



- 3.2.j. The contest chair will first ascertain that the contestant's audio quality is good and that the equipment is in good condition. On receiving the confirmation from the contestant, the contest chair will request the contestant to commence the speech.
- 3.2.k. Timer 2 as planned shall display the signaling of Green at the end of 2 minutes and will remain on. The Amber color is displayed at 2 minutes and 30 Seconds and will remain on. At the end of 3 Minutes, the red color is displayed and shall remain on till the contestant has completed the speech.
- 3.2.l. After each evaluation, the contest chair will announce 1 minute of silence for the judges to mark their ballots. After the last evaluation is completed, the contest chair will announce a three-minute silence to allow the judges to mark their ballots.
- 3.2.m. On receipt of confirmation from the chief judge to commence the contest, the contest chair will invite each contestant to accept the participation certificate. On completion, the contest chair shall adjourn the contest and hand over the session to the next toastmaster as mentioned on the agenda.
- 3.2.n. When called upon, the contest chair shall proceed to the speaking area, to announce the results of the contests. First, the contest chair shall announce the number of disqualifications if any, and not the names of the contestant(s). Whilst announcing the results, the contest chair shall first announce the name of the second runner-up, then the first runner-up, and finally the winner. This will be the sequence that will be followed by the contest chair. On completion, the contest chair will hand over to the next toastmaster as specified in the agenda.



4 Humorous Speech Contest Process Guidelines

4.1 Before the Contest

- 4.1.a. Once the contest dates are finalized, the contest organizing teams should be formed in line with the rules and regulations detailed in the speech contest rules book for the Toastmaster year 2024-2025.
- 4.1.b. The Chief Judge shall identify the required number of judges as detailed in the speech contest rules book for the toastmaster year 2024-2025, contact them, and obtain confirmations.
- 4.1.c. The chief judge shall identify the required number of judges as detailed in the speech contest rules book for the toastmaster year 2024-2025, contact them, and obtain confirmations.
- 4.1.d. The contest chair shall prepare a list of contestants based on the information mentioned in the notification of winners submitted by the chief judge of the previous contest.
- 4.1.e. The contest chair will request the contestants to send the speech titles in advance.
- 4.1.f. The contest chair shall share the relevant document of the Humorous Speech Contest with the Chief Judge, contestants & role players.
- 4.1.g. The Chief Judge shall send the Judge's Certification of Eligibility and Code of Ethics form (item No 1170) and the Humorous Speech Contest Judges Ballot form to the judges (item No 1191) and the tiebreaker judges ballot form (item 1191A) to the tiebreaker judge.
- 4.1.h. The chief judge conducts briefing sessions for the judges, timers, and tally counters.
- 4.1.i. The contest chair schedules and conduct briefing sessions to:-
 - a. ensure contestants are familiar with the rules and guidelines to be followed during contests including specific guidelines of the Humorous Speech Contest.
 - b. Inform the contestants about the designated speaking area.
 - c. Conduct the draw of lots to determine the speaking order and,
 - d. Ensure all role players are present during the briefings,
- 4.1.j. The contest chair shares the speaking order with the chief judge, & role players.
- 4.1.k. The timer should inform the contestants about the display of the timing signals Green, Amber, and Red, to ensure that they are aware of the working of the time signaling device.
- 4.1.l. The contest chair shall prepare the participation certificates.
- 4.1.m. The contest chair will be aware of the established communication channels with the chief judge, contestants, and role-player teams, to ensure the smooth functioning of the contest.



- 4.1.n. The PR activities should commence ahead of the contest to inform members and invite them to witness the contest.
- 4.1.o. The contest agenda should be prepared and circulated well in advance so that the members and guests can plan to attend the sessions.

4.2 During the Contest

- 4.2.A. The contestants, role players, and chief judges should be present at the venue well in advance to ensure that all the arrangements are made as planned before the start of the contest.
- 4.2.B. The contest chair, the chief judge, the contestants, role players, and the contest organizing members together shall ensure that the contest is conducted in line with the TMI speech contest guidelines.
- 4.2.C. The Chief Sergeant At Arms shall commence the session, and as part of the address, explain the general ground rules and venue-specific guidelines to be followed during the contest and hand over the session to the next toastmaster as mentioned in the agenda.
- 4.2.D. The contest chair will commence the contest. The contest chair for the benefit of the audience and contestants will briefly explain the contest rules, guidelines, and any other aspect specific to the contest.
- 4.2.E. While the contest is in progress the role players will implement the directives either from the Chief Judge or the Contest Chair only.
- 4.2.F. The contest chair will invite contestants to deliver their speeches as per the speaking order.
- 4.2.G. The contest chair will first ascertain that the contestant's audio quality is good and that the equipment is in good condition. On receiving the confirmation from the contestant, the contest chair will request the contestant to commence the speech.
- 4.2.H. Timer 2 as planned shall display the signaling of Green at the end of 5 minutes and will remain on. The Amber color is displayed at the end of 6 minutes and will remain on. At the end of 7 Minutes, the red color is displayed and shall remain on till the contestant has completed the speech.
- 4.2.I. After the contestant has completed the speech, the contest chair will announce 1 minute of silence for the judges to mark their ballots. After the last contestant has completed the speech, the contest chair will announce a three-minute silence to allow the judges to mark their ballots and complete the process.
- 4.2.J. On receipt of confirmation from the chief judge to commence the contest, the contest chair will invite each contestant to accept the participation certificate. On completion, the contest chair shall adjourn the contest and hand over the session to the next toastmaster as mentioned on the agenda.
- 4.2.K. When called upon, the contest chair shall proceed to the speaking area, to announce the results of the contests. First, the contest chair shall announce the number of disqualifications if any, and not the names of the contestant(s). Whilst



announcing the results, the contest chair shall first announce the name of the second runner-up, then the first runner-up, and finally the winner. This will be the sequence that will be followed by the contest chair. On completion, the contest chair will hand over to the next toastmaster as specified in the agenda.

- 4.2.L. The contest chair will hand over to the next toastmaster as specified on the agenda.

5 Table Topics Contest Process Guidelines

5.1 Before the Contest

- 5.1.A. Once the contest dates are finalized, the contest organizing teams should be formed in line with the rules and regulations detailed in the speech contest rules book for the Toastmaster year 2024-2025.
- 5.1.B. The chief judge, Master of Ceremony, Contest Chairs, and Role Players should be identified as detailed in the speech contest rules book for the Toastmaster year 2024-2025, and confirmations obtained.
- 5.1.C. The Chief Judge shall identify the required number of judges as detailed in the speech contest rules book for the toastmaster year 2024-2025, contact them, and obtain confirmations.
- 5.1.D. The contest chair shall prepare a list of contestants based on the information mentioned in the notification of winners submitted by the chief judge of the previous contest.
- 5.1.E. The table topic for the contest, which will be general in nature, shall be selected only by the Contest Chair. All contestants shall receive the same topic to speak during the contest.
- 5.1.F. The contest chair shall share copies of the relevant Table Topics Contest documents with the Chief Judge, contestants, & role players.
- 5.1.G. The chief judge shall send the Judge's Certification of eligibility and code of ethics form (item No 1170) and the Table Topics Contest Judges' Ballot papers (item No 1180) to the judges and the tiebreaking judge's ballot form (item 1180A) to the tie-breaking judge.
- 5.1.H. The Chief Judge, before the commencement of the contest, conducts briefing sessions for the judges, timers, and tally counters.
- 5.1.I. The contest chair schedules and conduct briefing sessions to: -
- Ensure contestants are familiar with the rules and regulations to be followed during contests including specific guidelines.
 - Inform about the designated speaking area,
 - Ensure all role players are present during the rehearsals and briefings.
 - Conduct briefing sessions for role players



- Conducts the draw of lots to determine the speaking order.
 - Complete the briefings before the commencement of the contest.
- 5.1.J. The timer should inform the contestants about the display of the timing signals Green, Amber, and Red, to ensure that they are aware of the working of the time signaling device.
- 5.1.K. The contest chair prepares the speaking order and shares the speaking order with the Chief Judge, SAA Team, & role players.
- 5.1.L. The contest chair shall prepare the participation certificates.
- 5.1.M. The PR activities should commence ahead of the contest to inform members and invite them to witness the contest.
- 5.1.N. The contest agenda should be prepared and circulated well in advance so that the members and guests can plan to attend the sessions.

5.2 During the Contest

- 5.2.B. The contestants, role players, chief judges, judges, and other contest officials, should arrive at the venue well in advance before the commencement of the contest.
- 5.2.C. The contest chair will request the role players concerned to check the audio equipment that is installed at the venue to ensure that all is in good working condition.
- 5.2.D. The Chief Sergeant at Arms shall commence the session, and as part of the address, explain the general ground rules and venue-specific guidelines to be followed during the contest and hand over the session to the next toastmaster as mentioned in the agenda.
- 5.2.E. The contest chair will commence the contest. The contest chair for the benefit of the audience and contestants will briefly explain the contest rules, guidelines, and any other aspect specific to the contest.
- 5.2.F. The contest chair, the chief judge, the contestants, role players, and the contest organizing members together shall ensure that the contest is conducted in line with the speech contest rules book for the Toastmaster year 2024-2025.
- 5.2.G. While the contest is in progress the role players will implement the directives either from the Chief Judge or the Contest Chair only.
- 5.2.H. The contest chair after sharing the rules and other details for the benefit of the audience will request the SAA Team to move all the contestants except the first contestant to the adjacent room. The Sergeant at Arms team members will be present in the adjacent room to monitor the contestants.
- 5.2.I. The contest chair will inform the SAA Team to facilitate the movement of the contestants to the main venue as per the speaking order.



- 5.2.J. The contest chair shall invite the first contestant to the speaking area and shall read out aloud to the contestant the topic twice slowly and clearly.
- 5.2.K. Timer 2 as planned shall display the signaling of Green at the end of 1 minute and will remain on. The Amber color is displayed at 1 minute and 30 Seconds and will remain on. At the end of 2 Minutes, the red color is displayed and shall remain so till the contestant has completed the speech.
- 5.2.L. After the contestant has completed the speech, the contest chair will announce 1 minute of silence for the judges to mark their ballots. After the last table topic speech is completed, the contest chair will announce a three-minute silence to allow the judges to mark their ballots and complete the process.
- 5.2.M. On receipt of confirmation from the chief judge to commence the contest, the contest chair will invite each contestant to accept the participation certificate. On completion of the contest, the contest chair shall adjourn the contest and hand over the session to the next toastmaster as mentioned on the agenda.
- 5.2.N. When called upon, the contest chair shall proceed to the speaking area, to announce the results of the contests. First, the contest chair shall announce the number of disqualifications if any, and not the names of the contestant(s). Whilst announcing the results, the contest chair shall first announce the name of the second runner-up, then the first runner-up, and finally the winner. This will be the sequence that will be followed by the contest chair. On completion, the contest chair will hand over to the next toastmaster as specified in the agenda.



6 International Speech Contest Process Guidelines

6.1 Before the Contest

- 6.1.A. Once the contest dates are finalized, the contest organizing teams should be formed in line with the rules and regulations detailed in the speech contest rules book for the Toastmasters year 2024-2025.
- 6.1.B. The chief judge, Master of Ceremony, Contest Chairs, and Role Players should be identified as detailed in the speech contest rules book for the Toastmaster year 2024-2025, and confirmations obtained.
- 6.1.C. The Chief Judge shall identify the required number of judges as detailed in the speech contest rules book for the Toastmasters year 2024-2025, contact them, and obtain confirmations.
- 6.1.D. The contest chair shall prepare a list of contestants based on the information mentioned in the notification of winners submitted by the chief judge of the previous contest.
- 6.1.E. The contest chair will request the contestants to send the speech titles in advance.
- 6.1.F. The contest chair shall share the copies of the International Speech Contest documents with the Chief Judge, contestants & role players.
- 6.1.G. The Chief Judge shall send the Judge's Certification of eligibility and code of ethics form (item 1170) and the International Speech Contest Judges Ballot papers (item 1172) to the judges and the tie-breaking judge's ballot form (item 1188) to the tie-breaking judge.
- 6.1.H. The chief judge, before the commencement of the contest, conducts briefing sessions for the judges, timers, and tally counters.
- 6.1.I. The contest chair schedules and conduct briefing sessions to: -
 - ensure contestants are familiar with the general rules and guidelines to be followed during contests including specific guidelines of the International Speech Contest.
 - Inform the contestants about the designated speaking area.
 - Conduct the draw of lots to determine the speaking order.
 - Ensure all role players are present during the briefings,
 - conduct briefing sessions for role players, and,
 - Complete the Briefings before the commencement of the contest.
- 6.1.J. The timer should inform the contestants about the display of the timing signals Green, Amber, and Red, to ensure that they are aware of the working of the time signaling device.
- 6.1.K. The contest chair prepares the speaking order and shares the speaking order with the chief judge, & role players.



- 6.1.L. The contest chair shall prepare the participation certificates.
- 6.1.M. The contest chair will ensure that the communication channels are established with the contestants, chief judge, & role-player teams, to ensure the smooth functioning of the contest.
- 6.1.N. The PR activities should commence ahead of the contest to inform members and invite them to witness the contest.
- 6.1.O. The contest agenda should be prepared and circulated well in advance so that the members and guests can plan to attend the sessions.

6.2 During the Contest

- 6.2.A. The contestants, role players, chief judges, judges, and other contest officials, should arrive at the venue well in advance before the commencement of the contest.
- 6.2.B. The contest chair will request the role players concerned to check the audio equipment that is installed at the venue to ensure that all is in good working condition.
- 6.2.C. The Chief Sergeant At Arms shall commence the session, and as part of the address, explain the general ground rules and venue-specific guidelines to be followed during the contest and hand over the session to the next toastmaster as mentioned in the agenda.
- 6.2.D. The contest chair will commence the contest. The contest chair for the benefit of the audience and contestants will briefly explain the contest rules, guidelines, and any other aspect specific to the contest.
- 6.2.E. The contest chair, the chief judge, the contestants, role players, and the contest organizing members together shall ensure that the contest is conducted in line with the speech contest rules book for the Toastmasters year 2024-2025.
- 6.2.F. While the contest is in progress the role players will implement the directives either from the Chief Judge or the Contest Chair only.
- 6.2.G. The contest chair will invite contestants to deliver their speeches as per the speaking order.
- 6.2.H. Timer 2 as planned shall display the signaling of Green at the end of 5 minutes and will remain on. The Amber color is displayed at the end of 6 minutes and will remain on. At the end of 7 Minutes, the red color is displayed and shall remain so till the contestant has completed the speech.
- 6.2.I. After the contestant has completed the speech, the contest chair will announce 1 minute of silence for the judges to mark their ballots. After the last contestant has completed the speech, the contest chair will announce a three-minute silence to allow the judges to mark their ballots and complete the process.
- 6.2.J. On receipt of confirmation from the chief judge to commence the contest, the contest chair will invite each contestant to accept the participation certificate. On



completion, the contest chair shall adjourn the contest and hand over the session to the next toastmaster as mentioned on the agenda.

- 6.2.K. When called upon, the contest chair shall proceed to the speaking area, to announce the results of the contests. First, the contest chair shall announce the number of disqualifications if any, and not the names of the contestant(s). Whilst announcing the results, the contest chair shall first announce the name of the second runner-up, then the first runner-up, and finally the winner. This will be the sequence that will be followed by the contest chair. On completion, the contest chair will hand over to the next toastmaster as specified in the agenda.
- 6.2.L. The contest chair will hand over to the next toastmaster as specified on the agenda.



7 Contest Resources

The contest-related resources are mentioned in the table below. Leaders are encouraged to download the documents well in advance for the contests.

Speech Contest Rule Book	https://www.toastmasters.org/Resources/2024-2025%20Speech%20Contest%20Rulebook
Speech Contest Kits	<p>International Speech Contest Kit https://www.toastmasters.org/resources/international-speech-contest-kit</p> <p>Humorous Speech Contest Kit https://www.toastmasters.org/resources/humorous-speech-contest</p> <p>Speech Evaluation Contest Kit https://www.toastmasters.org/resources/evaluation-speech-contest-kit</p> <p>Table Topics Contest Kit https://www.toastmasters.org/resources/table-topics-speech-contest</p>
Speech Contest FAQs	https://www.toastmasters.org/footer/faq/Speech%20Contests
Explanation of changes in the Speech Contest Rule Book	Will be emailed to Division and Area Directors