

information packet to each contestant at this time. The packet consists of:

1. Speech Contest Rules (1171)
 2. Biographical Data Sheet (1189)
 3. Speaker's Certification of Eligibility and Originality (1183)
 4. Contestant's Previous Speech Outline (1185) (for Regional and International contests only).
- Promote the contest in your community by sending news releases to the media [consult "Let the World Know" (1140), available from World Headquarters].
 - Insure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. [Eligibility requirements are listed in the International Speech Contest Rules (1171) and may not be changed. Eligibility of each contestant must be verified before each contest in which he or she competes. Call World Headquarters for assistance in verifying contestants' membership.]

Pre-Contest Briefings

- Verify the presence of all contestants and pronunciation of their names. (NOTE: You also will conduct a

brief informal interview with each contestant at the conclusion of the contest.)

- Draw for speaking positions.
- Have the chief judge review Time Record Sheet and Instructions for Timers (1175) with timers and speakers.
- Instruct contest judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
- Review Speech Contest Rules (1171) with speakers.
- Have chief judge review Judge's Guide and Ballot (1172) and speaking area with contest judges.
- Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants shall have the opportunity to test any amplifying equipment before the contest.
- Brief the chief counter (usually the chief judge) and have him brief three other counters, using the Counter's Tally Sheet (1176).
- Have the chief judge brief qualifying judges in the use of the Contestant's Previous Speech Outline (1185) and Qualifying Judge's Sheet (1186) for Regional and International speech contests only.

Contest

- Open the contest with a brief introduction. Inform the audience: a) that the rules have been reviewed with the chief judge and contestants; b) of the speaking order of the contestants; c) that the contestants have been informed of the location of the timing lights; and d) that the taking of photographs during the speeches is not permitted.
- Introduce each contest speaker.
 1. Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's Club or place of residence.
 2. Announce each contestant's name and speech title twice, slowly and clearly.
 3. Allow one minute of silence between speeches to permit the judges to complete their notes. Do not comment on the speeches or on any of the contestants.
- Upon completion of the speeches, ask judges to complete their ballots. All judges will deliver the first, second, and third place results as quickly as possible. Have counters collect the ballots and the chief judge collect, check, and verify the Time Record Sheets from timers (and Qualifying Judges Sheets from qualifying judges at

the Regional and International contests), and ask them to leave the room to tabulate the results.

1. All Judge's Guide and Ballots, Counter's Tally Forms, and Time Record Sheets are considered confidential.
 2. Give all forms to the chief judge for disposal.
 3. Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
- Interview each speaker.
 1. At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the Club, Area, and District they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
 2. NOTE: The contest chairman may appoint a Toastmaster to perform any one or all of the chairman's duties listed above.

- Collect the contest results from the chief judge.
- Upon receipt of the results from the judging, notify the contestant of a disqualification regarding originality and receive his or her agreement, or resolve a protest by a majority vote of the judges. Prior to announcing results, the chairman should announce if time disqualification(s) occurred, but not name the contestant(s) involved. The Chief Judge may discuss the matter privately with the disqualified contestant(s). In contests with five or more participants, announce a third place

winner (if wanted), second place winner, and first place winner. In contests with four participants or less, announce a second place winner and first place winner. If the list of winners is announced incorrectly, at any time while the list is being announced the chief judge, ballot counters, and/or timers may interrupt to correct the error.

- In closing, thank all who helped make the contest a success.
- Announcement of contest winners is final.

Post Contest

- After the contest secure the name, address, and phone number of the winner and second-place winner (see appendix for form). Give this information to the contest chairman of the next contest or to World Headquarters for District and Regional contests.
- Send news releases (and photographs, if possible) to each winner's community newspaper and company publication, if applicable.
- Make sure all bills pertaining to the contest are paid promptly.

Requirements and Duties of Contest Officials

Timers

- Two timers are to be appointed by the chief judge. One is provided with a stopwatch, and the other with an electric speech timer (with indicator lights).
- The electric speech timer must be in full view of each contestant.
- The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of the speeches on the Time Record Sheet and Instructions for Timers (1175).
- The timer managing the electric speech timer follows the light procedure outlined in Time Record Sheet and Instructions for Timers (1175).

Counters

- Three counters should be appointed by the chief judge acting as chief counter.
- At the conclusion of the contest speeches, counters collect the sealed ballots from the judges. The counters will leave the room and post each speaker's points on the Counter's Tally Sheet (1176) previously prepared

for that purpose. Counters will count *all ballots twice* to insure accuracy.

- In posting the points, counters will allow three points for first place, two points for second place, and one point for third place. Any ballot which does not specifically designate first, second, and third places, or which does not contain the names of three speakers, cannot be counted.

Judges

■ Chief Judge

1. Appoints and counsels contest judges (including qualifying judges at the Regional and International contests), counters, timers, and a secret tiebreaking judge. The chief judge does not vote unless appointed as a voting judge.
2. Distributes an information package to each contest judge before the contest. This package consists of:
 - a. List of contestants
 - b. Judge's Guide and Ballot (1172)
 - c. Contest Rules (1171)

3. Provides judges with a brief pre-contest orientation including the following steps:

- Review of the Speech Contest Rules
- Review and explanation of the judging form
- Reminder not to consider timing as a judging criterion
- An admonition against bias of any kind
- Review the speaking area
- Reminder that failure to comply with any rules should be taken into consideration when judging.

4. Acting as chief counter, appoints three assistant counters and provides them with a posting sheet.

5. Provides a stopwatch to timer.

6. Oversees counting process. Sees that all ballots are counted twice to insure accuracy.

7. For Regional and International contests, supplies qualifying judges with copies of the completed Speaker's Certification of Eligibility and Originality (1183), Qualifying Judge's Sheet (1186), and Contestant's Previous Speech Outline (1185) (District outline for the Regional contests; District and Regional speech outlines for the International contest).

8. Provides a list showing placement of all contestants to the contest chairman.

■ Contest Judges

1. Qualifications

- The judges should be members in good standing. Insofar as practical, all judges at Area, Division, District, Region, and International speech contests should have been a Toastmasters member in good standing since July 1 of the previous year and have completed at least six Communication and Leadership manual projects. In addition, if practical, at Regional and International contests, judges should be at least an Able Toastmaster or Advanced Toastmaster Bronze and have previously judged a Toastmasters speech contest at Area, Division, District, or Regional level.
- At Area, Division, and District contests, judges should be selected from Clubs, Areas, or Divisions not represented by a contestant. If this is not practical, and given each Club, Area, or Division sending a contestant also sends a judge, the chief judge shall carefully brief the judges on the importance of not showing bias in the judging procedure. All judges shall judge all contestants.
- At the District or Division level contests, there should be at least seven judges or equal representation

from the Areas composing the District or Division.

- At the Regional or International contests, there should be at least nine judges or equal representation from the Districts or Regions respectively.* Furthermore, no judge shall be a member of the Club represented by a contestant. Additionally, at the International contest, a judge should not be from any contestant's District.

2. Duties are to select a first, second, and third place winner from among the contestants of a speech contest.

■ Qualifying Judges

1. Requirements

- Five qualifying judges are needed at the Regional and International contests.
- Any contestant receiving three or more disqualifying votes shall be eliminated from the contest.

2. Duties are to determine that the speech presented is entirely new and different (Regional and International contests only). Copies of the Speaker's Certification of Eligibility and Originality and previous District speech outline will be provided by the chief judge at the Regional level. Copies of the speaker's District and Regional speech outlines will be provided by the chief judge at the International contest.

■ Tiebreaking Judge

1. Requirement is that the identity of the tiebreaking judge will be known only to the chief judge.

2. Duties

- Ranks all contestants numerically on the special Tiebreaking Judge's Ballot, with the winner as #1, second-best as #2, etc.
- Submits sealed ballot to the chief judge, who will open it and count it only in the event of a tie by the contest judges.

3. In the event of a tie in any of the three places, the contestant who ranks higher on the Tiebreaking Judge's Ballot will be awarded the contested place; the other tying contestant will be awarded the next lower place, if any. No place higher than the tying position will be affected. (For example, if the tie occurs in second place, the tying contestant ranking higher on the Tiebreaking Judge's Ballot will be awarded second place. The other tying contestant will be awarded third place. First place is unaffected.)

* *Maintaining equal representation, the number of judges may be increased to a maximum of 18.*

Appendix

Suggested Agenda for a Speech Contest and Banquet

WELCOME

~~INVOCATION OR THOUGHT FOR THE DAY~~

~~INTRODUCTIONS – HEAD TABLE~~

~~DINNER~~

PROGRAM EXPLANATION – MASTER OF CEREMONIES

REMARKS BY CHIEF JUDGE

CONTEST

Speaker

INTERVIEWS OF CONTESTANTS
(IN ORDER OF SPEAKING)

ACKNOWLEDGEMENTS &
ANNOUNCEMENTS

PRESENTATION OF AWARDS

CLOSING CEREMONIES (IF APPROPRIATE)

Note: Do not include speech titles or contestants' educational levels or Club/Area/Division affiliations.

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. Club name and number:

3. City in which you reside:

4. Occupation:

5. Employer:

6. Interests:

7. Notable accomplishments:

8. Your speech title:

9. Offices held in your Club, District, or Toastmasters International:

10. Name and address of community newspaper and/or company publication:



International Speech Contest Rules

1. PURPOSE

- A. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

2. APPLICABILITY

These rules, unless otherwise noted, apply to all Toastmasters speech contests which select contestants for the annual International Speech Contest, which is conducted in English only. These rules may not be supplanted or modified, and no exceptions may be made.

3. SELECTION SEQUENCE

- A. Club, Area, District. Each Club in good standing may select a contestant to compete in the Area contest. A Club may choose its contestant by whatever means the Club desires. If a contest is held, it must comply with all these rules and the contest result is final. The Area speech contest winner then proceeds to the Division contest (if applicable). The Division winner then proceeds to the District contest. Should an Area or Division contest winner be unable to participate in the next level contest, the highest placed available contestant will advance to that level. NOTE: The District contest chairman informs World Headquarters of the name and address of the winner and alternate in the District contest. Information concerning the Regional contest is then mailed to the winner and alternate.
- B. In those Areas with four assigned Clubs or less eight weeks prior to the Area contest, Districts have the option to allow the two highest placed available contestants from each Club to compete in the Area contest. Should additional Clubs charter prior to the Area contest, the two highest placed available contestants from each Club may compete. In those Divisions with four assigned Areas or less, Districts have the option to allow the two highest placed available contestants from each Area to compete. In Districts with four assigned Divisions or less, Districts have the option to allow the two highest placed available contestants from each Division to participate in the District contest.

The decision whether or not to allow two contestants to advance from Club to Area, from Area to Division, and/or from Division to District must be made and

communicated throughout the District prior to the commencement of the contest cycle - i.e. prior to any Club contests being held. Once the decision is made, it must be implemented consistently throughout the District in all Areas and Divisions affected. If a District decides to allow two contestants to advance from Club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.

- C. Each Region shall select a winner and an alternate. The contest chairman, usually the first-year Director, informs World Headquarters of the name and address of the winner and alternate in the Regional contest. Information concerning the International Speech Contest is then mailed to the winner and alternate. One speaker from each Region competes in the International contest. An additional speaker or speakers, selected in special speech contest(s) among Districts outside of the United States and Canada, also will compete in the International contest.

4. ELIGIBILITY

- A. To be eligible to compete at any level of the International Speech Contest, an individual must:
 1. Be a member in good standing of the Club in which he or she is competing. The Club also must be in good standing. A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
 2. Have completed at least six manual speeches in the Communication and Leadership Program manual prior to the Club contest. However, a Charter member of a Club chartered since the previous July 1 may compete without having completed six manual speeches in the Communication and Leadership Program manual. The Club must be officially chartered before the Area contest.
 3. Maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.
- B. The following are ineligible to compete in this contest: incumbent International Officers and Directors; District Officers (Governor, any Lieutenant Governor, Secretary, Treasurer, Public Relations Officer, Division Governor, or Area Governor) whose terms expire June 30; International Officer and Director candidates; Immediate Past District Governors; 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; 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.
- C. The winner of the contest finals held each August during the International Convention is not eligible to compete again at any level.

- D. 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 International Speech Contest, the contestant may represent only one of the Clubs at the Area level. No contestant can compete in more than one Area International Speech Contest, even if the two Areas are in different Divisions or different Districts.
- E. A contestant must be a member in good standing of the Club, Area, Division, District, or Region being represented when competing in a speech contest at the next level.
- F. Each contestant must complete the Speaker's Certification of Eligibility and Originality (form 1183) and submit it to the chief judge prior to the contest.
- G. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

5. SPEECH SUBJECT AND PREPARATION

- A. Subject for the prepared speech shall be selected by the contestant.
- B. Contestants must prepare their own five- to seven-minute speeches, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on form 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. All contestants will speak from the same platform or area designated by the contest chairman with prior knowledge of all the judges and all the contestants. The contestants may speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone should be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- D. Every participant must present an entirely new and different speech for the Regional and for the International contests than given in any contest that same year. Up to and including the District contest, contestants may use the same speech, but are not required to do so.
- E. Winners of each District contest shall present a detailed outline of their winning speech in the District contest to the chief judge of the Regional contest.

Winners of the Regional contest will prepare and mail to World Headquarters outlines of their District and Regional winning speeches, which will be given to the chief judge at the International contest.

6. GENERAL PROCEDURE

- A. At the Club or Area level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed. These appointments will be as far as practical at the Club level, but required for the Area level.

At the Division or District level contests, there should be at least seven judges or equal representation from the Areas composing the Division or District in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the Regional or International contest, there should be at least nine judges or equal representation from the Districts or Regions respectively; no judge shall be a member of the Club represented by a contestant. In addition to these judges, five qualifying judges, a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers are appointed.

All judges will judge all contestants.

- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, may be included in place of the primary contestant. When the contest Toastmaster is introduced, if not present, the primary contestant is disqualified and the alternate officially becomes the contestant. Where the primary contestant arrives and makes this known to the contest chairman and has all required paperwork in good order prior to the introduction, and missed the briefing, disqualification shall not occur and the primary contestant may speak in the drawn order, but waives the opportunity of a briefing.
- D. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- E. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- F. Contestants may remain in the same room throughout the duration of the contest.
- G. In contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers may immediately interrupt to correct the error.

7. TIMING OF THE SPEECHES

- A. Speeches will be five to seven minutes. A contestant will be disqualified from the contest if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
- B. Upon being introduced, the contestant shall proceed immediately to the speaking position. Timing will begin with the contestant's first definite verbal or non-verbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
- C. Timers shall provide warning signals to the contestants, which shall be clearly visible to the speakers but not obvious to the audience.
 1. A green signal will be displayed at five minutes and remain displayed for one minute.
 2. An amber signal will be displayed at six minutes and remain displayed for one minute.
 3. A red signal will be displayed at seven minutes and remain on until the conclusion of the speech.
 4. No signal shall be given for the overtime period.
 5. Any sightless contestant may request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
 6. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- D. Prior to announcing results, the chairman should announce if time disqualification(s) occurred, but not name the contestant(s) involved.

8. PROTESTS AND DISQUALIFICATIONS

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify.

The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final.

9. TRAVEL ALLOWANCES

- A. Toastmasters International shall pay the travel expenses of each North American District's contestant participating in the International Speech Contest at

Regional and International levels. Neither Toastmasters International nor its Districts shall reimburse these contestants for any other expenses.

- B. Toastmasters International shall reimburse the travel expenses of each North American District's contestant who participates in a Regional or International speech contest as follows:
 1. Air, Bus, or Train - Full reimbursement, round trip at the lowest rate (coach air fare, or discount fare if applicable) between the commercial airport or passenger terminals nearest the Regional Conference or Convention site and the home of each contestant.
 2. Car - On the basis of reimbursement at 32 cents per mile by the most direct route not exceeding the lowest air fare rate (coach or discount if applicable).
 3. Any other mode of transportation - Actual costs incurred not exceeding the lowest air fare rate (coach or discount if applicable).

A person riding with another person receiving reimbursement is not entitled to reimbursement.

- C. Reimbursement will be made by World Headquarters as soon as practicable on receipt of certification of attendance at the Regional Conference or Convention speech contest by the District Governor and on receipt of ticket receipt(s) for air, bus, or train travel, or mileage for car travel.
- D. Hotel or room accommodations are not included in allowances for contestants, unless otherwise stated.

10. INTERNATIONAL TAPED SPEECH CONTEST

- A. Members of undistricted Clubs and Provisional Districts are invited to participate in the International Taped Speech Contest. Tapes must be in English.
- B. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable. Naturally, there is no Area, Division, District, or Regional competition, nor are there any travel allowances. To enter, Clubs should conduct a speech contest and submit a tape of the winning speech. Only one taped speech per Club may be submitted.
- C. The tape shall be made using the following procedures:
 1. Use fresh tape and record on a standard audio cassette before a live audience. Video tapes will not be accepted.
 2. Time the speech carefully to comply with the speech contest rules.
 3. Clearly mark the audio tape and container with the participant's name and Club number and be sure to enclose a completed Certification of Eligibility and Originality form.
 4. Tapes must be received at World Headquarters on or before 5 p.m. Pacific Time March 31 to be eligible for 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

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 the 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 _____ District _____ 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, Public Relations Officer, Division Governor, Area Governor, Secretary, or Treasurer) whose terms expire June 30; District officers or announced candidates for the term beginning the upcoming July 1. Past first place winners of the International Speech Contest are not eligible to compete at any level of the International Speech Contest.

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.

TOASTMASTERS INTERNATIONAL
HUMOROUS SPEECH CONTEST
Judge's Guide and Ballot

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	1	2	3	4	5	6	7	8	9	
SPEECH DEVELOPMENT <small>STRUCTURE, OPENING, BODY, SUPPORT MATERIAL</small>	C O N T E N T	15	12-14	10-11	0-9									
EFFECTIVENESS <small>EXCITEMENT CREATED, SUSPENSE, THE UNEXPECTED TWIST, SURPRISE, CONNECTION OF HUMOROUS EVENTS, ACHIEVEMENT OF PURPOSE</small>		10	8-9	6-7	0-5									
SPEECH VALUE <small>IDEAS, ORIGINALITY OF THOUGHTS AND MATERIAL</small>		15	12-14	10-11	0-9									
AUDIENCE RESPONSE <small>ATTENTIVENESS, LAUGHTER, INTEREST, RECEPTION</small>		15	12-14	10-11	0-9									
PHYSICAL <small>APPEARANCE, BODY LANGUAGE</small>	D E L I V E R Y	10	8-9	6-7	0-5									
VOICE <small>FLEXIBILITY, VOLUME</small>		10	8-9	6-7	0-5									
MANNER <small>DIRECTNESS, ASSURANCE, ENTHUSIASM</small>		10	8-9	6-7	0-5									
APPROPRIATENESS <small>TO SPEECH PURPOSE AND AUDIENCE, REFLECTING GOOD TASTE</small>	L A N G U A G E	10	8-9	6-7	0-5									
CORRECTNESS <small>GRAMMAR, PRONUNCIATION, WORD SELECTION</small>		5	4	3	2									
TOTAL SCORE (100 POINTS POSSIBLE)														

(Detach and submit to counters)

Judge's Official Ballot
HUMOROUS SPEECH CONTEST

Name of Contestant:

PLACE	RANKING POINTS <small>(for counter's use only)</small>
First Place	3 points
Second Place	2 points
Third Place	1 point

(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)

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 judgement 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 humor 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 humor?

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 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
EVALUATION CONTEST WORKSHEET AND BALLOT FOR JUDGES**
(see information on back)

Evaluation Speech Items/ Qualities ↓	Excellent	Very Good	Good	Fair	Poor	Name & Title →								
						1	2	3	4	5	6	7	8	Remarks
Analytical Quality (acute, normal, obtuse)	40	30	20	15	10									
Recommendations (concise, sensible, insufficient)	30	25	20	15	10									
Technique (sympathetic, dogmatic, insensitive)	15	12	10	7	5									
Summation (concise, competent, complicated)	15	12	10	7	5									
Total Score	100	79	60	44	30									

Select first, second, and third place winners and complete the JUDGES OFFICIAL BALLOT below.

detach and submit to counter

JUDGES OFFICIAL BALLOT

Judge's name _____ Date _____

<u>Place</u>	<u>Points</u>	<u>Name of Contestant</u>
First	3	_____
Second	2	_____
Third	1	_____

TOASTMASTERS INTERNATIONAL
HUMOROUS SPEECH CONTEST
 Tiebreaking Judge's Guide and Ballot

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	1	2	3	4	5	6	7	8	9	
SPEECH DEVELOPMENT STRUCTURE, OPENING, BODY, SUPPORT MATERIAL	C O N T E N T 5 5	15	12-14	10-11	0-9									
EFFECTIVENESS EXCITEMENT CREATED, SUSPENSE, THE UNEXPECTED TWIST, SURPRISE, CONNECTION OF HUMOROUS EVENTS, ACHIEVEMENT OF PURPOSE		10	8-9	6-7	0-5									
SPEECH VALUE IDEAS, ORIGINALITY OF THOUGHTS AND MATERIAL		15	12-14	10-11	0-9									
AUDIENCE RESPONSE ATTENTIVENESS, LAUGHTER, INTEREST, RECEPTION		15	12-14	10-11	0-9									
PHYSICAL APPEARANCE, BODY LANGUAGE	D E L I V E R Y 3 0	10	8-9	6-7	0-5									
VOICE FLEXIBILITY, VOLUME		10	8-9	6-7	0-5									
MANNER DIRECTNESS, ASSURANCE, ENTHUSIASM		10	8-9	6-7	0-5									
APPROPRIATENESS TO SPEECH PURPOSE AND AUDIENCE, REFLECTING GOOD TASTE	L A N G U A G E 1 5	10	8-9	6-7	0-5									
CORRECTNESS GRAMMAR, PRONUNCIATION, WORD SELECTION		5	4	3	2									
TOTAL SCORE (100 POINTS POSSIBLE)														

(Detach and submit to counters)

Tiebreaking Judge's Official Ballot
HUMOROUS 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)


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 the 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 _____ District _____ 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, Public Relations Officer, Division Governor, Area Governor, Secretary, or Treasurer) whose terms expire June 30; District officers or announced candidates for the term beginning the upcoming July 1. Past first place winners of the International Speech Contest are not eligible to compete at any level of the International Speech Contest.

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
Counter's Tally Sheet

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
INTERNATIONAL®

Speech Contest Rulebook 2010

**For International, Evaluation, Humorous,
Table Topics, and Tall Tales Speech Contests**



TOASTMASTERS
INTERNATIONAL®

Speech
Contest
Rulebook
2010

**For International, Evaluation, Humorous,
Table Topics, and Tall Tales Speech Contests**



TOASTMASTERS
INTERNATIONAL®

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949-858-8255 • Fax: 949-858-1207
www.toastmasters.org

Item 1171

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Introduction

Speech contests are an important part of the Toastmasters International educational program. Speech contests provide an opportunity for proficient speakers to gain contest experience, and they provide interesting educational programs for members and the public. They also allow those Toastmasters who are not participating in the contest to learn by observing proficient speakers.

Since so many members participate in contests, it's important that all contests be conducted fairly and that they follow the rules. In this booklet are rules for the International Speech Contest, as well as rules for Evaluation, Humorous, Table Topics, and Tall Tales Contests. The International Speech Contest is conducted at the club, area, division, district, semi-final, and International levels. All other contests originate at the club level and proceed through the area, division, and district levels. Judges' Guides and Ballots for each contest are available from World Headquarters. Visit www.toastmasters.org/shop for prices and ordering information.

If you are involved in conducting or participating in a speech contest, read the rules carefully and follow them. By doing so you will ensure a fair speech contest and an enjoyable event for everyone. Additional information on speech contests may be found in the Speech Contest Manual (Item 1173). This rulebook controls all decisions regarding contests. The comments in the Speech Contest Manual and training materials are intended to give guidance but are not rules.

Rules for these contests are established by Toastmasters International's Board of Directors. The Board reviews the rules periodically, and any recommended changes are made the following year. Changes are highlighted by a mark (■) in the left margin.

General Provisions

The following general provisions concern all contests conducted at all levels of Toastmasters International.

1. The only contest a district must conduct is the International Speech Contest. Districts have the option to conduct up to three additional contests, and these contests must be those contained in this rulebook. The only contests permitted at the area, division, or district levels are those that originate at the club level and proceed through the area, division, and district levels.
- 2. In those districts with 10 or more divisions, two separate run-off competitions among division winners may be held before the district contest finals. Insofar as practical, the number of divisions competing in each run-off will be the same. The three highest-placed available contestants from each run-off competition will then advance to the district contest.

International Speech Contest Rules

1. Purpose

- A. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.

2. Applicability

These rules, unless otherwise noted, apply to all Toastmasters speech contests that select contestants for the annual International Speech Contest, which is conducted in English only. These rules may not be supplanted or modified, and no exceptions are permitted.

3. Selection Sequence

- A. Club, Area, Division, District. Each club in good standing is permitted to select a contestant to compete in the area contest. A club is permitted to choose its contestant by whatever means the club desires. If a contest is held, it must comply with all these rules and the contest result is final. The area speech contest winner then proceeds to the division contest (if applicable). The division winner then proceeds to the district contest. Should an area or division contest winner be unable to participate in the next level contest, the highest placed available contestant will advance to that level. Each district selects a winner. The chief judge ranks all district-level contestants in the order of results. A comprehensive list shall be submitted to World Headquarters. Information concerning the semi-final contest is then mailed to the winner and alternate. If a district contestant cannot compete in the semi-final round, the next highest placed contestant will be contacted by World Headquarters.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer, districts have the option to allow the two highest placed available contestants from each club to compete in the area contest. Should additional clubs charter prior to the area contest, the two highest placed available contestants from each club are permitted to compete. In those divisions with four assigned areas or less, districts have the option to allow the two highest placed available contestants from each area to compete. In districts with four assigned divisions or less, districts have the option to allow the two highest placed available contestants from each division to participate in the district contest.

The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle – i.e., prior to any club contests being held. Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas, and divisions affected. If a district decides to allow two contestants to advance from club to area, its decisions regarding the number

to advance from area to division and/or from division to district need not be the same.

- C. Semi-finals are to be held at the International Convention, and will include all district winners randomly assigned to nine separate contests. Each semi-final contest shall select a winner and an alternate, and provide this information to World Headquarters staff immediately following the announcement of contest results.

4. Eligibility

- A. To be eligible to compete at any level of the International Speech Contest, an individual must:
 - 1. Be a member in good standing of the club in which he or she is competing. The club also must be in good standing. A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
 - 2. Have completed at least six manual speeches in the *Competent Communication* manual prior to the club contest. However, a charter member of a club chartered since the previous July 1 is permitted to compete without having completed six manual speeches in the *Competent Communication* manual. The club must be officially chartered before the area contest.
 - 3. Maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.
- B. The following are ineligible to compete in this contest: incumbent international officers and directors; region advisors or region advisor applicants; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor, or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division, and/or district event at which the contest will be held; presenters of educational sessions at the International Convention. An individual is not permitted to be a judge at any level for a contest in which they are still competing.
- C. The winner of the contest finals held each August during the International Convention is not eligible to compete again at any level.
- D. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which membership in good standing is held. However, should they win more than one club International Speech Contest, the contestant is permitted to represent only one of the clubs at the area level. No contestant can compete in more than one area International Speech Contest, even if the two areas are in different divisions or different districts.
- E. A contestant must be a member in good standing of the club, area, division, or district being represented when competing in a speech contest at the next level.
- F. Each contestant must complete the Speaker's Certification of Eligibility and Originality (Item 1183) and submit it to the chief judge prior to the contest.

- G. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

5. Speech Subject and Preparation

- A. Subject for the prepared speech shall be selected by the contestant.
- B. Contestants must prepare their own five- to seven-minute speeches, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on Item 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. All contestants will speak from the same platform or area designated by the contest chairman. All contestants and judges will be advised of the speaking area before the contest begins. The contestants are permitted to speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone shall be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- D. Every participant must present an entirely new and different speech for the International contest than given in any International speech contest since January 1 of that same year. Up to and including the semi-final contest, contestants are permitted to use the same speech, but are not required to do so.
- E. Winners of the semi-final contest will prepare and deliver to World Headquarters outlines of their semi-final winning speech, which will be given to the chief judge at the International contest.

6. General Procedure

- A. At the club level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed, as far as practical.

At the area level contests, there shall be at least five judges or equal representation from the clubs composing the area in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the division or district level contests, there shall be at least seven judges or equal representation from the areas composing the division or district in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers. At the district contest, no judge shall be a member of the club represented by a contestant.

At the International contest, there shall be at least nine judges or equal representation from the districts; no judge shall be a member of the club represented by a contestant. In addition

to these judges, five qualifying judges, a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers are appointed.

All judges will judge all contestants.

All judges shall be members in good standing. Insofar as practical, all judges at area, division, district, semi-final, and International speech contests shall have been a Toastmasters member in good standing since July 1 of the previous year and have completed at least six Competent Communication manual projects. In addition, if practical, at semi-final and International contests, judges shall be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze and have previously judged a Toastmasters speech contest at area, division, district, or semi-final level.

- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant. If the primary contestant is not present when the person conducting the contest is introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - 1) reports to the contest chairman upon his/her arrival, and
 - 2) has all required paperwork in good order before the person conducting the contest is introduced to begin the contest. The primary contestant waives the opportunity of a briefing.
- D. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- E. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- F. Contestants are permitted to remain in the same room throughout the duration of the contest.
- G. In contests with five or more participants, a third-place winner (if wanted), a second-place winner, and a first-place winner will be announced. In contests with four or fewer participants, a second-place and first-place winner will be announced.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

7. Timing of the Speeches

- A. Speeches will be five to seven minutes. A contestant will be disqualified from the contest if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
- B. Upon being introduced, the contestant shall proceed immediately to the speaking position. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered

by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

- C. Timers shall provide warning signals to the contestants, which shall be clearly visible to the speakers but not obvious to the audience.
 - 1. A green signal will be displayed at five minutes and remain displayed for one minute.
 - 2. An amber signal will be displayed at six minutes and remain displayed for one minute.
 - 3. A red signal will be displayed at seven minutes and remain on until the conclusion of the speech.
 - 4. No signal shall be given for the overtime period.
 - 5. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
 - 6. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- D. Prior to announcing results, the chairman shall announce if time disqualification(s) occurred, but not name the contestant(s) involved.

8. Protests and Disqualifications

- A. Protests concerning eligibility and originality will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify.

The contest chairman can disqualify a contestant on the basis of eligibility.

- C. At the International contest, should qualifying judges determine that a contestant did not present an entirely new and different speech, the chief judge shall notify the contestant of a disqualification prior to the announcement of the winner and alternate(s). The disqualified contestant does not have the opportunity to respond to the qualifying judges. A contestant receiving three or more disqualifying votes from the qualifying judges is disqualified.
- D. All decisions of the judges and qualifying judges are final.

9. Travel Allowances

- A. Toastmasters International shall pay the travel expenses of each district's contestant participating in the International Speech Contest at semi-final and International levels. Neither Toastmasters International nor its districts shall reimburse these contestants for any other expenses. Reimbursement shall be as follows:

1. Air, Bus, or Train – Full reimbursement, round trip at the lowest rate (coach air fare or discount fare if applicable) between the commercial airport or passenger terminals nearest the convention site and the home of each contestant.
2. Car – On the basis of reimbursement at 32 cents per mile by the most direct route not exceeding the lowest air fare rate (coach or discount if applicable).
3. Any other mode of transportation – Actual costs incurred not exceeding the lowest air fare rate (coach or discount if applicable).

A person riding with another person receiving reimbursement is not entitled to reimbursement.

- B. Reimbursement will be made by World Headquarters as soon as practicable on receipt of certification of attendance at the semi-final and International levels and upon receiving ticket receipt(s) for air, bus, or train travel, or mileage for car travel.
- C. Hotel or room accommodations are not included in allowances for contestants, unless otherwise stated.

10. International Taped Speech Contest

- A. Members of undistricted clubs and provisional districts are invited to participate in the International Taped Speech Contest. Tapes must be in English.
- B. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable. Naturally, there is no area, division, district, or semi-final competition, nor are there any travel allowances. To enter, clubs shall conduct a speech contest and submit a tape of the winning speech. Only one taped speech per club may be submitted.
- C. The tape shall be made using the following procedures:
 1. Use fresh tape and record on a standard audio cassette before a live audience. Video tapes will not be accepted.
 2. Time the speech carefully to comply with the speech contest rules.
 3. Clearly mark the audio tape and container with the participant's name and club number and be sure to enclose a completed Certification of Eligibility and Originality form.
 4. Tapes must be received at World Headquarters on or before 5 p.m. Pacific Time March 31 to be eligible for competition.

Evaluation Contest Rules

These rules apply to all Evaluation Contests, which are conducted in English only. These rules may not be supplanted or modified, and no exceptions are permitted.

1. Purpose

- A. To encourage development of evaluation skills and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient evaluators who have benefited from their Toastmasters training.

2. Selection Sequence

- A. Each club in good standing is permitted to select its club Evaluation Contest winner to compete in the area contest. A club is permitted to choose its contestant by whatever means the club desires. If a contest is held, it must comply with all these rules and the contest result is final. The area speech contest winner then proceeds to the division contest (if applicable). The division winner then proceeds to the district contest. Should an area or division contest winner be unable to participate in the next contest level, the highest placed available contestant will advance to that level.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer, districts have the option to allow the two highest placed available contestants from each club to compete in the area contest. Should additional clubs charter prior to the area contest, the two highest placed available contestants from each club are permitted to compete. In those divisions with four assigned areas or less, districts have the option to allow the two highest placed available contestants from each area to compete. In districts with four assigned divisions or less, districts have the option to allow the two highest placed available contestants from each division to participate in the district contest.

The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle – i.e., prior to any club contests being held. Once the decision is made, it must be implemented consistently throughout the district in all areas and divisions affected. If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

3. Eligibility

- A. All Toastmasters who are members in good standing of the club in which they are competing are eligible to compete. The club also must be in good standing. New, dual, or reinstated members must have dues and membership application current with Toastmasters International.

A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

- B. The following are ineligible to compete in this contest: incumbent international officers and directors; region advisors or region advisor applicants; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor, or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division, and/or district event at which the contest will be held. An individual is not permitted to be a judge at any level for a contest in which they are still competing.
- C. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which membership in good standing is held. However, should they win more than one club Evaluation Contest, they can represent only one of the clubs at the area level. No contestant can compete in more than one area Evaluation Contest, even if the two areas are in different divisions.
- D. A contestant must be a member in good standing of the club, area, or division being represented when competing in a speech contest at the next level.
- E. Each contestant must complete the Speaker's Certification of Eligibility and Originality (Item 1183) and submit it to the chief judge prior to the contest.
- F. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

4. General Procedure

- A. At the club level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed, as far as practical.

At the area level contests, there shall be at least five judges or equal representation from the clubs composing the area in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the division or district level contests, there shall be at least seven judges or equal representation from the areas composing the division or district in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers. At the district contest, no judge shall be a member of the club represented by a contestant.

All judges will judge all contestants.

- B. Before the contest, contestants and the contest sergeant at arms are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant. If the primary contestant is not present when the person conducting the contest is introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the

primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:

- 1) reports to the contest chairman upon his/her arrival, and
- 2) has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.

The primary contestant waives the opportunity of a briefing.

- D. All contestants will speak from the same platform or area designated by the contest chairman. All contestants and judges will be advised of the speaking area before the contest begins. The contestants are permitted to speak from any position within the designated area and are not limited to standing at the lectern/podium.
1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone shall be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- E. At the beginning of this contest a five- to seven-minute test speech will be presented. The test speech shall be either a contest-type speech, or taken from one of the assignments in the *Competent Communication* manual. Contestants are permitted to make preparatory notes during the test speech using materials of their choice. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants. The test speaker shall be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name. Neither the manual project nor any objectives that the speaker may have shall be made known to the contestants, judges, or audience.
- F. At the conclusion of the test speech, all contestants shall leave the room. They then have five minutes to prepare their evaluation using materials of their choice. Timing and preparation supervision shall be under the control of the contest sergeant at arms. Where this is not practical, contestants will complete their five minute preparation in the same room under the control of the contest sergeant at arms.
- G. After five minutes has elapsed no further preparation shall be allowed and with the exception of the first contestant, who shall be called back as first evaluator (where preparation is done in the same room, with the exception of the first contestant, the others shall leave the room), all others shall hand all written material to the contest sergeant at arms. Preparation material shall be handed back to contestants as they are introduced to present their evaluation.
- H. Introduce each contestant by announcing the contestant's name twice.
- I. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- J. Announcement of contest winners is final, unless the list of winners is announced incorrectly, in which case the chief

judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

5. Timing

- A. Evaluations shall be from two to three minutes. Contestants who speak less than one minute 30 seconds or more than three minutes 30 seconds will be disqualified.
- B. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
- C. The green signal will be displayed at two minutes and remain displayed for 30 seconds. The amber signal will be displayed at two minutes and thirty seconds and remain displayed for 30 seconds. The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded. No audible device, such as a buzzer, shall be used for the over-time period.
- D. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at two minutes, two minutes 30 seconds, and three minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
- E. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- F. Prior to announcing results, the chairman shall announce if time disqualification(s) occurred, but not name the contestant(s) involved.

6. Protests and Disqualification

- A. Protests are limited to judges and contestants and are limited to protests based on eligibility. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final.

7. Winners

In contests with five or more participants, a third-place winner (if wanted), a second-place winner, and a first-place winner will be announced. In contests with four or fewer participants, a second-place and first-place winner will be announced.

8. Contest Schedule

Districts conducting Evaluation Contests shall announce the date of the district contest and establish dates by which the division, area, and club contests must be completed.

Humorous Speech Contest Rules

These rules apply to all Humorous Speech Contests, which are conducted in English only. These rules may not be supplanted or modified, and no exceptions are permitted.

1. Purpose

- A. To provide an opportunity for speakers to improve their speaking abilities and to recognize the best as encouragement to all.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
- C. To recognize the value of humor in speaking.

2. Selection Sequence

- A. Each club in good standing is permitted to select a contestant to compete in the area contest. A club is permitted to choose its contestant by whatever means the club desires. If a contest is held, it must comply with all these rules and the contest result is final. The area speech contest winner then proceeds to the division contest (if applicable). The division winner then proceeds to the district contest. Should an area or division contest winner be unable to participate in the next contest level, the highest placed available contestant will advance to that level.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer, districts have the option to allow the two highest placed available contestants from each club to compete in the area contest. Should additional clubs charter prior to the area contest, the two highest placed available contestants from each club are permitted to compete. In those divisions with four assigned areas or less, districts have the option to allow the two highest placed available contestants from each area to compete. In districts with four assigned divisions or less, districts have the option to allow the two highest placed available contestants from each division to participate in the district contest.

The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle – i.e., prior to any club contests being held. Once the decision is made, it must be implemented consistently throughout the district in all areas and divisions affected. If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

3. Eligibility

- A. All Toastmasters who are members in good standing of the club in which they are competing are eligible to compete. The

club also must be in good standing. New, dual, or reinstated members must have dues and membership application current with Toastmasters International.

A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

- B. The following are ineligible to compete in this contest: incumbent international officers and directors; region advisors or region advisor applicants; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor, or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division, and/or district event at which the contest will be held. An individual is not permitted to be a judge at any level for a contest in which they are still competing.
- C. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club Humorous Speech Contest in which membership in good standing is held. However, should they win more than one club Humorous Speech Contest, they can represent only one of the clubs at the area level. No contestant can compete in more than one area Humorous Speech Contest, even if the two areas are in different divisions.
- D. A contestant must be a member in good standing of the club, area, or division being represented when competing in a speech contest at the next level.
- E. Each contestant must complete the Speaker's Certification of Eligibility and Originality (Item 1183) and submit it to the chief judge prior to the contest.
- F. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

4. Speech Preparation

- A. The subject for the humorous speech shall be selected by the contestant. The speaker shall avoid potentially objectionable language, anecdotes, and material.
- B. Contestants must prepare their own five- to seven-minute speech, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on Item 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

5. General Procedure

- A. At the club level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed, as far as practical.

At the area level contests, there shall be at least five judges or equal representation from the clubs composing the area in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the division or district level contests, there shall be at least seven judges or equal representation from the areas composing the division or district in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers. At the district contest, no judge shall be a member of the club represented by a contestant.

All judges will judge all contestants.

- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant. If the primary contestant is not present when the person conducting the contest is introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - 1) reports to the contest chairman upon his/her arrival, and
 - 2) has all required paperwork in good order before the person conducting the contest is introduced to begin the contest. The primary contestant waives the opportunity of a briefing.
- D. All contestants will speak from the same platform or area designated by the contest chairman. All contestants and judges will be advised of the speaking area before the contest begins. The contestants are permitted to speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone shall be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- E. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- F. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- G. Contestants are permitted to remain throughout the duration of the contest, in the same room.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing

- A. Speeches shall be from five to seven minutes. Contestants who speak less than four minutes 30 seconds or more than seven minutes 30 seconds will be disqualified.

- B. Time will begin with the first word uttered by the contestant. However, should the contestant engage in definite verbal or nonverbal communication with the audience (including the playing of music or other sound effects, a staged act by another person, etc.) prior to reaching the speaking position and uttering the first word of the speech, the timer shall activate the timing device at that point. If this results in the contestant going overtime, the contestant will be disqualified.

The green signal will be displayed at five minutes and remain displayed for one minute. The amber signal will be displayed at six minutes and remain displayed for one minute. The red signal will be displayed at seven minutes and remain displayed until the speech is concluded. No audible device, such as a buzzer, shall be used for the overtime period.

- C. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
- D. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- E. Prior to announcing results, the chairman shall announce if time disqualification(s) occurred, but not name the contestant(s) involved.

7. Protests and Disqualifications

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner, and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision to disqualify. The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final.

8. Winners

In contests with five or more participants, a third-place winner (if wanted), a second-place winner, and a first-place winner will be announced. In contests with four or fewer participants, a second-place and first-place winner will be announced.

9. Contest Schedule

Districts conducting Humorous Speech Contests shall announce the date of the district contest and establish dates by which the division, area, and club contests must be completed.

Table topics Contest Rules

These rules apply to all Table Topics Contests, which are conducted in English only. These rules may not be supplanted or modified, and no exceptions are permitted.

1. Purpose

- A. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
- B. To encourage development of impromptu and/or extemporaneous speaking skills and to recognize the best as encouragement to all.

2. Selection Sequence

- A. Each club in good standing is permitted to select a contestant to compete in the area contest. A club is permitted to choose its contestant by whatever means the club desires. If a contest is held, it must comply with all these rules and the contest result is final. The area speech contest winner then proceeds to the division contest (if applicable). The division winner then proceeds to the district contest. Should an area or division contest winner be unable to participate in the next contest level, the highest placed available contestant will advance to that level.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer, districts have the option to allow the two highest placed available contestants from each club to compete in the area contest. Should additional clubs charter prior to the area contest, the two highest placed available contestants from each club are permitted to compete. In those divisions with four assigned areas or less, districts have the option to allow the two highest placed available contestants from each area to compete. In districts with four assigned divisions or less, districts have the option to allow the two highest placed available contestants from each division to participate in the district contest.

The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle – i.e., prior to any club contests being held. Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas, and divisions affected. If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

3. Eligibility

- A. All Toastmasters who are members in good standing of the club in which they are competing are eligible to compete. The club also must be in good standing. New, dual, or reinstated

members must have dues and membership application current with Toastmasters International.

A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

- B. The following are ineligible to compete in this contest: incumbent international officers and directors; region advisors or region advisor applicants; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor, or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division, and/or district event at which the contest will be held. An individual is not permitted to be a judge at any level for a contest in which they are still competing.
- C. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club Table Topics Contest in which membership in good standing is held. However, should they win more than one club Table Topics Contest, they can represent only one of the clubs at the area level. No contestant can compete in more than one area Table Topics Contest, even if the two areas are in different divisions.
- D. A contestant must be a member in good standing of the club, area, or division being represented when competing in a speech contest at the next level.
- E. Each contestant must complete the Speaker's Certification of Eligibility and Originality (Item 1183) and submit it to the chief judge prior to the contest.
- F. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

4. Topics

- A. All contestants shall receive the same topic, which shall be of a general nature, and shall speak for two minutes.
- B. The topic shall be of reasonable length, shall not require a detailed knowledge and shall lead to an opinion or conclusion.

5. General Procedure

- A. At the club level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed, as far as practical.

At the area level contests, there shall be at least five judges or equal representation from the clubs composing the area in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the division or district level contests, there shall be at least seven judges or equal representation from the areas composing the division or district in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers. At the district contest, no judge shall be a member of the club represented by a contestant.

All judges will judge all contestants.

- B. Before the contest, contestants and the contest sergeant at arms are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant. If the primary contestant is not present when the person conducting the contest is introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant: 1) reports to the contest chairman upon his/her arrival, and 2) has all required paperwork in good order before the person conducting the contest is introduced to begin the contest. The primary contestant waives the opportunity of a briefing.
- D. All contestants will speak from the same platform or area designated by the contest chairman. All contestants and judges will be advised of the speaking area before the contest begins. The contestants are permitted to speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone shall be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging for their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- E. When the contest begins, all contestants except the first shall leave the room.
- F. Introduce each contestant by announcing the contestant's name, the topic, the topic, the name.
- G. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing

- A. Speeches shall be two minutes long. Contestants who speak less than one minute or more than two minutes 30 seconds shall be disqualified.
- B. Time will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

The green signal will be displayed at one minute and remain displayed for 30 seconds. The amber signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds. The red signal will be displayed at two minutes and remain displayed until the speech is concluded. No audible device, such as a buzzer, shall be used for the overtime period.

- C. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at one minute, one minute 30 seconds, and two minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
- D. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- E. Prior to announcing results, the chairman shall announce if time disqualification(s) occurred, but not name the contestant(s) involved.

7. Protests and Disqualifications

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to the announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final.

8. Winners

In contests with five or more participants, a third-place winner (if wanted), a second-place winner, and a first-place winner will be announced. In contests with four or fewer participants, a second-place and first-place winner will be announced.

9. Contest Schedule

Districts conducting Table Topics Contests shall announce the date of the district contest and establish dates by which the division, area, and club contests must be completed.

Tall Tales Contest Rules

These rules apply to all Tall Tales Speech Contests, which are conducted in English only. These rules may not be supplanted or modified, and no exceptions are permitted.

1. Purpose

- A. To provide an opportunity for speakers to improve their speaking abilities.
- B. To provide an opportunity to learn by observing the more proficient speakers who have benefited from their Toastmasters training.
- C. To provide participants with the opportunity to create an original, highly improbable, humorous tale.

2. Selection Sequence

- A. Each club in good standing is permitted to select a contestant to compete in the area contest. A club is permitted to choose its contestant by whatever means the club desires. If a contest is held, it must comply with all these rules and the contest result is final. The area speech contest winner then proceeds to the division contest (if applicable). The division winner then proceeds to the district contest. Should an area or division contest winner be unable to participate in the next contest level, the highest placed available contestant will advance to that level.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer, districts have the option to allow the two highest placed available contestants from each club to compete in the area contest. Should additional clubs charter prior to the area contest, the two highest placed available contestants from each club are permitted to compete. In those divisions with four assigned areas or less, districts have the option to allow the two highest placed available contestants from each area to compete. In districts with four assigned divisions or less, districts have the option to allow the two highest placed available contestants from each division to participate in the district contest.

The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle – i.e., prior to any club contests being held. Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas and divisions affected. If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

3. Eligibility

- A. All Toastmasters who are members in good standing of the club in which they are competing are eligible to compete.

The club also must be in good standing. New, dual, or reinstated members must have dues and membership application current with Toastmasters International.

A member must maintain eligibility at all levels of any contest. If at any level it is discovered that a contestant was ineligible to compete at any previous level, the contestant must be disqualified even if the ineligibility is not discovered until a later level and has been corrected.

- B. The following are ineligible to compete in this contest: incumbent international officers and directors; region advisors or region advisor applicants; district officers (governor, any lieutenant governor, secretary, treasurer, public relations officer, division governor, or area governor) whose terms expire June 30; international officer and director candidates; immediate past district governors; district officers or announced candidates for the term beginning the upcoming July 1; presenters of educational sessions at the area, division, and/or district event at which the contest will be held. An individual is not permitted to be a judge at any level for a contest in which they are still competing.
- C. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club Tall Tales contest in which membership in good standing is held. However, should they win more than one club Tall Tales contest, they can represent only one of the clubs at the area level contest. No contestant can compete in more than one area Tall Tales Contest, even if the two areas are in different divisions.
- D. A contestant must be a member in good standing of the club, area, or division being represented when competing in a speech contest at the next level.
- E. Each contestant must complete the Speaker's Certification of Eligibility and Originality (Item 1183) and submit it to the chief judge prior to the contest.
- F. Each contestant must be present to compete. Participation by audio and video tape and teleconference is not permitted.

4. Speech Preparation

- A. The subject for the Tall Tales speech shall be selected by the contestant.
- B. Contestants must prepare their own three- to five-minute speech, which must be substantially original and certified as such in writing to the chief judge by the contestants prior to the presentation of the speeches (on Item 1183, Speaker's Certification of Eligibility and Originality). Any quoted material must be so identified during the speech presentation.
- C. The speech must be of a highly exaggerated, improbable nature and have a theme or plot. Humor and props may be used to support or illustrate the speech.

5. General Procedure

- A. At the club level contests, a contest chairman, chief judge, at least five judges, a tiebreaking judge, three counters, and two timers are appointed, as far as practical.

At the area level contests, there shall be at least five judges or equal representation from the clubs composing the area in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers.

At the division or district level contests, there shall be at least seven judges or equal representation from the areas composing the division or district in addition to a contest chairman, chief judge, a tiebreaking judge, three counters, and two timers. At the district contest, no judge shall be a member of the club represented by a contestant.

All judges will judge all contestants.

- B. Before the contest, contestants are briefed on the rules by the contest chairman. Judges, counters, and timers are briefed on their duties by the chief judge. Contestants will then draw for their speaking position with the contest chairman.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant. If the primary contestant is not present when the person conducting the contest is introduced to conduct the contest, the primary contestant is disqualified and the alternate officially becomes the contestant. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant: 1) reports to the contest chairman upon his/her arrival, and 2) has all required paperwork in good order before the person conducting the contest is introduced to begin the contest. The primary contestant waives the opportunity of a briefing.
- D. All contestants will speak from the same platform or area designated by the contest chairman. All contestants and judges will be advised of the speaking area before the contest begins. The contestants are permitted to speak from any position within the designated area and are not limited to standing at the lectern/podium.
 - 1. A lectern/podium will be available. However, the use of the lectern/podium is optional.
 - 2. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone shall be made available, if possible. It is suggested that the fixed-mounted microphone be nondirectional. The selection and use of a microphone is optional for each contestant.
 - 3. All equipment will be available for contestants to practice prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced by the Toastmaster.
- E. Introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
- F. There will be one minute of silence between contestants, during which the judges will mark their ballots.
- G. Contestants are permitted to remain throughout the duration of the contest in the same room.
- H. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing

- A. All speeches shall be from three to five minutes. Contestants who speak for less than two minutes 30 seconds or more than five minutes 30 seconds will be disqualified.

- B. Time will begin with the first word uttered by the contestant. However, should the contestant engage in definite verbal or nonverbal communication with the audience (including the playing of music or other sound effects, a staged act by another person, etc.) prior to reaching the speaking position and uttering the first word of the speech, the timer must activate the timing device at that point. If this results in the contestant going overtime, the contestant will be disqualified.

The green signal will be displayed at three minutes. The amber signal will be displayed at four minutes. The red signal will be displayed at five minutes and remain displayed until the speech is concluded. No audible device, such as a buzzer, shall be used for the overtime period.
- C. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing. Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at three, four, and five minutes. If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
- D. In the event of technical failure of the signal, a speaker is allowed 30 seconds extra overtime before being disqualified.
- E. Prior to announcing results, the chairman shall announce if time disqualification(s) occurred, but not name the contestant(s) involved.

7. Protests and Disqualifications

- A. Protests will be limited to judges and contestants. Any protest will be lodged with the chief judge and/or contest chairman prior to announcement of the winner and alternate(s). The contest chairman shall notify the contestant of a disqualification regarding originality or eligibility prior to that announcement before the meeting at which the contest took place is adjourned.
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the judges. A majority of the judges must concur in the decision.

The contest chairman can disqualify a contestant on the basis of eligibility.
- C. All decisions of the judges are final.

8. Winners

In contests with five or more participants, a third-place winner (if wanted), a second-place winner, and a first-place winner will be announced. In contests with four or fewer participants, a second-place and first-place winner will be announced.

9. Contest Schedule

Districts conducting Tall Tales Contests shall announce the date of the district contest and establish dates by which the division, area, and club contests must be completed.

Notes

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