

Contest Jobs

Role		Owner	Confirmed	
		CLUB	PERSON	
Contest Chair				theme, coordinate, introduce dignitaries
Pledge and Thought				lead pledge of allegiance and give short thought for the day
Location	Host			selects location, coordinates logistics, setup, cleanup
Sgt-at-Arms	Introducer			opens meeting, introduces chair
Sgt-at-Arms	Door Monitor			ensures speeches are uninterrupted by entry / exit
Sgt-at-Arms	Escort			sequesters Table Topics contestants
Advertising	Invitations			ensures every club member is invited; press release to local papers, radio
Program	Design			design, get names of contestants, accurate
Program	Printing			copy and fold programs, bring to event
Food	Coordinator			Make sure food is brought and or arranged
Sign-in Sheets	Design			design and print sign in sheets, need club info, job info. Bring copy of Dignitary List
Welcome desk	Greet			greet, help everyone sign in, direct to food table, restrooms,...
Welcome desk	Greet			also coord with host
Awards	Plaques			acquire awards for 1st & 2nd for each event
Certificates	Design			design appreciation certs for all helpers/contestants, coord w/ Chair, Ch. Judge, TMs
Certificates	Printing			Print and brig copies of certificatea
Documentarian	Photographer			film or photo of speeches, coord with advertising
Toastmasters	Speech			present and interview contestants
	TT / EVAL			present and interview contestants
Jokemasters	Speech			Bring joke
	TT / EVAL			Bring joke
Chief Judges	Speech			print and assemble judge packages, coord/train judges
	TT / EVAL			also brief contestants, draw for speaking order
Judges	Speech 1			
	Speech 2			
	Speech 3			
	Speech 4			
	Speech 5			Minimum 5 judges for Area
	Speech 6			
	Speech 7			Minimum 7 judges for Division and District
	TT / EVAL 1			
	TT / EVAL 2			
	TT / EVAL 3			
	TT / EVAL 4			
	TT / EVAL 5			Minimum 5 judges for Area
	TT / EVAL 6			
	TT / EVAL 7			Minimum 7 judges for Division and District
Timers	Speech 1			timing lights, watches, cards, batteries, bulbs
	Speech 2			
	TT / EVAL 1			
	TT / EVAL 2			
Ballot Counters	Speech 1			
	Speech 2			
	Speech 3			
	TT / EVAL 1			
	TT / EVAL 2			
	TT / EVAL 3			