

Training & Resources

Questions?

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Resources & Tools for Running Your Contest

Contest Script - [Link HERE](#) (Most helpful document on this list!!)

Contest Walkthrough/How To - [Link HERE](#)

Contest Participant List - [Download & Use to Keep Track of Role Players](#)

Downloading Forms - Toastmasters International Speech Contests Homepage & All Contests Materials

<https://www.toastmasters.org/leadership-central/speech-contests>

[International Contest Forms Download](#)

[Evaluation Contest Forms Download](#)

Timing Cards

[Download HERE](#)

Virtual Plaques

[Download HERE](#)

Contestant Briefing Script - [Script](#), [Video](#)

Judges' Briefing Script - [Script](#), Video

Ballot Counters' Briefing - [Video](#)

Optional Tech Orientation for Guests or Participants - [PowerPoint](#)

Sample Emails to Role Players - [Examples](#)

See **Role responsibilities & helpful documents by role** below:

Role Players

Download this spreadsheet to record role player contact info [HERE](#). Send to all Hosts, Co-hosts, Chairs, and Chief Judge prior to contest. *All role players should have reliable internet, devices, and understanding of the Zoom tools. If in doubt, select a back up role player.*

Role Player	Naming Convention in Zoom	Overview of Responsibilities/Notes	Forms
Contest Chair/International Toastmaster	CONTEST CHAIR (NAME)	Brief contestants prior to contest. Conduct contest using script. Be in contact with Host and Chief judge via text.	Participant List Notification of Winner Contestant Briefing Script Contestant Briefing Video Sample role player email
Contest Chair/Eval Toastmaster	CONTEST CHAIR (NAME)		
Host	HOST (NAME)	Move people in and out of breakout rooms. Admit people from waiting room and into contest – only when no speakers are speaking.	Participant List Contest walkthrough
Co-Host 1 (Screenshare)	COHOST 1 (NAME)	Screenshare agenda before contest. Screenshare awards during awards portion. Help mute microphones and turn off cameras during contest. Rename role players having difficulty renaming themselves.	Contest Agenda Virtual Plaques Any additional slides OR Certificates
Co-Host 2 (Audience/Chat)	COHOST 2 (NAME)	Remind people to use chat only for emergencies. Post speaking order in chat. Help mute microphones and turn off cameras during contest. Assist Host with admitting people from waiting room and into contest – only when no speakers are speaking. Rename role players.	

Co-Host 3 (Recording – optional at Area level)	COHOST 3 (NAME)	Record each speech. Leave computer on after contest to process recordings. Send recording files to Contest Chair to send to speakers. Should be confident with using recording capabilities. Rename role players.	
Sergeant at Arms/Contestant Support (Also a co-host)	SAA (NAME)	Stay with contestants in breakout room while waiting to be briefed prior to contest. Monitor Evaluation contestants during preparation and waiting period. Should start timer for 5 minutes in waiting room and text Host when done.	
Chief Judge (also a Co-Host)	CHIEF JUDGE (NAME)	Brief ballot counters and timers prior to contest. Brief judges. Collect ballots from judges via text. Collect timing report from timers via text. Tabulate results along with ballot counters. Send results to contest chair.	Participant List Results Form Judges Briefing Script See ballots below
Timer 1	TIMER 1	Shows virtual backgrounds at appropriate times. Covers camera with a post it note to ensure face is not seen. Sends timing report to chief judge via text.	Timers Record Sheet Virtual Backgrounds downloads
Timer 2	TIMER 2	Backup timer. Does not appear on camera. Sends timing report to chief judge via text.	
Ballot Counter 1	BC1	Attends judges briefings. Collects ballots from judges via text. Tabulates results along with chief judge	Virtual Briefing Tally Sheet
Ballot Counter 2	BC2		
Test Speaker	Test Speaker <or do not rename>	Remains anonymous until revealed. Presents 5-7 minute speech. Interviewed by contest chair. Remains on camera during evaluators and receives feedback with positive but mostly unreactive demeanor.	
Inspirational Thought, Jokemaster, Pledge	n/a	These are optional roles depending on time/Contest Chair preference	

Judges	Judge 1, Judge 2, Judge 3, etc.	Rename exactly to make it easier on Host. Remain anonymous. Send ballots via text to chief judge.	Certification of Ethics Eval Ballot Intl Ballot Tiebreaking Eval Ballot Tiebreaking Intl Ballot Virtual Briefing Written
Evaluators	EV1 <Name>, EV2 <Name>, etc.	Rename exactly to make it easier on Host. Contestants across multiple area contests in the same event should still rename in continuous speaking order (e.g. there should not be two EV1s)	Certificate Eligibility Contestant Profile AV Release Eval Notes (or blank paper) Virtual Briefing Video Virtual Briefing Written

Training & How To for Running Your Contest

TI Best Practices for Online Contests** [READ THIS!! VERY HELPFUL!](#)

Recording - [Zoom for Contests Training - 2/18](#)

PowerPoint slides for [Zoom for Contests Training - 2/18](#)

Recording of [Wed 12/9 Training - Advanced Zoom for Contests](#)

Contest Rulebook - [1171 Speech Contest Rulebook](#)

Toastmasters International On-line Contest Procedures [Questions and Answers HERE](#)

Speech Contest [FAQ - HERE](#)

Zoom Features Trainings: Breakout Rooms

PowerPoint from Zoom Comprehensive Training - Slides 60-71

<https://drive.google.com/file/d/1DfiVi76K4js5Mj8TloCB0ektdCXMDLgX/view?usp=sharing>

Article - Enabling Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>

Article - Participating in Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/115005769646>

Article - Managing Breakout Rooms. Note: the embedded Video Help is the same as in the link "Enabling Breakout Rooms."

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

Everything You Need to Know about Breakout Rooms Training recording - LINK

https://success.zoom.us/rec/play/7FgFmeQPKKxm8dxD93hlmM16cavg4JGPF7BmSoBMu9ZpkZyyBBBe7sEfEqDRTR_if08n4F15nGcvNQMP3.erSoeKS02TJWrxFp?autoplay=true