

## Evaluation Contest Briefing for Contestants

Gather all speakers and cover the following points:

1. Confirm that all contestants have provided their Eligibility forms to the Chief Judge.
2. Ensure that all contestants are members in good standing from a club in good standing (Their dues have been sent and received by World Headquarters, they should check with club Treasurer).
3. Confirm that no contestant is a District or International officer nor have they informed anyone of their intent to run for any of those offices. (They can't be an officer of District 4 or any other District)
4. Following test speech, contestants will be escorted from the room by the Sergeant at Arms.
5. Contestants will have five minutes in which to complete their evaluation notes. All contestants' notes will be collected at the end of the five minutes.
6. Each contestant will be called in turn to present their evaluation. Notes will be returned as the contestant's name is called.
7. Contestants may remain in the room in which the contest is being held after they have spoken. They may not enter before their name is called.
8. To eliminate perception of bias, introduce each contestant as follows:  
Contestant #, Name, Name, Contestant #
9. Verify pronunciation of contestants' names.
10. Evaluations are 2 - 3 minutes. Speeches less than 1:30 (one minute, thirty seconds) or more than 3:30 (seven minutes, thirty seconds) will be disqualified.
11. Inform contestants where timekeepers are located.
12. The lights will be activated as follows:
  - a. Green Light at 2 minute,
  - b. Amber Light at 2 minutes, 30 seconds and
  - c. Red Light at 3 minutes and will stay on until the conclusion of speech. No notice shall be given should a speaker go over time.
13. In the event of light failure, 30 seconds will be granted to the speaker (should not be necessary if card boards are in place).
14. Time starts with first word uttered or when any form of communication is used.

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15. Disqualifications are for:
  - a. Time - Chief Judge and Timers. if there is a disqualification for time, it will be announced (no name) before the announcement of the winners.
  - b. Eligibility\* - must be member in good standing of a club in good standing and not a district officer

\* Only judges and other contestants can protest. Protests must be lodged with Chief Judge or Contest Chair and before winners are announced
16. Once a winner has been declared, all decisions are final. Note: The Chief Judge and Counters can correct the Contest Chair if he reads the winners incorrectly.
17. Define speaking area. Explain that if the contestants steps out of the speaking area they are not disqualified but may be marked down in Delivery by the judges.
18. Once all contestants have spoken, an interview will be conducted. (If one or more contestants are competing in both contests, you should wait until both contests are concluded to conduct your interview of the contestants who are in both contests).
19. Draw for speaking positions
20. Have contestants remove name tags and any other indications levels of proficiency or club affiliation.
21. Are there any questions?